Tulsa County Election Board
Precinct Election Official

Judge Position

<u>Responsibilities</u>

Be at the polls on election day at 6:30 a.m. and assist the Inspector and Clerk in opening the polls.

Become familiar with various Election Board publications and procedures in order to assist in processing voters on Election day.

The Judge is responsible for finding the voter's name in the Precinct Registry. Greet the voter and ask the voter's name. If this is a Primary or Runoff Primary Election, also ask the voter's political party.

Find the voter's name in the Precinct Registry.

Tell the voter to sign the Precinct Registry in the "Signature of Voter" column beside their name.

If there is a message in the "Signature of Voter" column beside the voter's name, follow the instructions in the "Messages in Precinct Registry" section of the Precinct Problem Solver. You will be given the Precinct Problem Solver publication when you attend the training class for new precinct officials.

If this is a school district election, look in the "School District" column in the Precinct Registry for the voter's school district. An asterisk (*) beside the school district indicates that this voter is also entitled to a ballot for a technology center school district. If the "School District" column is blank or if the voter believes that the wrong school district is indicated, follow the instructions in the Precinct Problem Solver under the section "Determining Voter's School District or Municipality".

A voter must be registered at an address located within a municipality's boundaries to be eligible to vote in the municipal election. Follow the instructions in the Precinct Problem Solver under the section "Determining Voter's School District or Municipality".

Write the code for each ballot the voter will receive in the "Ballot Issued" column in the Precinct Registry. Use the "Dear Judge Letter" or the Special Instructions letter to get the code.

Tell the Clerk the voter's political affiliation, as it appears in the Precinct Registry, and the elections in which the voter is voting.