



## Election Judge Application

Hello Election Judge Applicant,

We are excited to be sending this application to you. Your commitment to serving Garfield County as an election judge plays a vital role in building and maintaining public confidence in the election process.

In 2026 we have two elections: the June Primary has been completed and preparation for the November General is now underway.

Conducting an election is a significant undertaking and depends on the dedication of many election judges to assist in multiple roles such as staffing vote centers, collecting ballots, verifying signatures, and processing mail ballots.

Please review the Election Judge Application, which provides important information to help you determine the role that best fits your interests and availability.

As you complete the application, please consider the following:

- Are you available to attend the required training on September 30 and to serve throughout the election period, including early voting and election day?
- Are you able to comfortably perform the duties of the position you select including any physical considerations?

**Please complete and return your application by August 17th.** Once all applications have been received, we will extend offers based on your availability, interest and qualifications.

Thank you for your interest in serving as an election judge with Garfield County.

Sincerely,

Jacklyn K. Harmon  
Garfield County Clerk & Recorder

## FOR YOUR REFERENCE

| 2026 General Election Schedule |                |                  |                |                                                                          |                |          |  |
|--------------------------------|----------------|------------------|----------------|--------------------------------------------------------------------------|----------------|----------|--|
| Sunday                         | Monday         | Tuesday          | Wednesday      | Thursday                                                                 | Friday         | Saturday |  |
| N/A                            | 5-Oct          | 6-Oct            | 7-Oct          | 8-Oct                                                                    | 9-Oct          | 10-Oct   |  |
|                                | N/A            |                  |                |                                                                          | Ballot Pick Up | N/A      |  |
|                                | 12-Oct         | 13-Oct           | 14-Oct         | 15-Oct                                                                   | 16-Oct         | 17-Oct   |  |
|                                | Ballot Pick Up |                  | Ballot Pick Up |                                                                          | Ballot Pick Up | N/A      |  |
|                                |                |                  |                |                                                                          | Sig Ver Start  |          |  |
|                                | 19-Oct         | 20-Oct           | 21-Oct         | 22-Oct                                                                   | 23-Oct         | 24-Oct   |  |
|                                | Ballot Pick Up |                  |                |                                                                          |                | N/A      |  |
|                                | Sig Ver TBD    |                  |                |                                                                          |                |          |  |
|                                |                | Processing Start | Processing TBD |                                                                          |                |          |  |
|                                | Early Voting   |                  |                |                                                                          |                |          |  |
|                                | 26-Oct         | 27-Oct           | 28-Oct         | 29-Oct                                                                   | 30-Oct         | 31-Oct   |  |
|                                | Ballot Pick Up |                  |                |                                                                          |                |          |  |
|                                | Sig Ver TBD    |                  |                |                                                                          |                |          |  |
|                                | Processing TBD |                  |                |                                                                          |                |          |  |
|                                |                | Scanning Start   | Scanning TBD   |                                                                          |                |          |  |
|                                | Early Voting   |                  |                |                                                                          |                |          |  |
|                                | 2-Nov          | 3-Nov            | 4-Nov          | Ideally, we will finish all processing and scanning by COB on the 4th :) |                |          |  |
|                                | Ballot Pick Up |                  |                |                                                                          |                |          |  |
|                                | Sig Ver        |                  | Sig Ver TBD    |                                                                          |                |          |  |
|                                | Processing     |                  |                |                                                                          |                |          |  |
|                                | Scanning       |                  |                |                                                                          |                |          |  |
|                                | Early Voting   | Election Day     |                |                                                                          |                |          |  |



## Election Judge Application

**Please complete and return both sides of this form to the Election team by August 17**

Name \_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

Affiliation \_\_\_\_\_

\_\_\_\_\_ I would like to be an election judge for the 2026 General Election.

\_\_\_\_\_ I will attend all required trainings.

\_\_\_\_\_ I am not available to serve as an election judge for the 2026 General Election, but I am interested in future opportunities.

\_\_\_\_\_ I am no longer interested in serving as an election judge for Garfield County.

**If you are selected as an election judge for the November General, you will be required to attend a new judge training on September 30 in Glenwood Springs.**

**Additional job specific training will be provided as each role requires. Your time spent at training and on the job will be paid.**

**Once completed, please return this form to us by email, in person or mail by August 17.**

**Email:** elections@garfieldcountyco.gov

**In person:** Elections office at the Garfield County Courthouse in Glenwood Springs at 109 8<sup>th</sup> Street, Suite 101B (not a mailing address)

**OR** The Rifle office in the County Administration Building at 195 West 14<sup>th</sup> Street, Building D

**Mail:** 109 8<sup>th</sup> Street, Suite 200, Glenwood Springs, CO 81601

**See reverse side for details on election judge positions**

# Election Judge Positions

Please rank each position 1–4 based on your interest (1 being the most interested and 4 the least).

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**Voter Service and Polling Center (VSPC):** Requires minimal technology use. Judges will be cross trained for each role at the VSPC.

**Greeter Judge** – Greets voter, checks ballots for signature and date stamps before they drop in the ballot box, finds out what the voter needs and directs them accordingly. Hands out *I Voted* stickers.

**Ballot Judge** – Works in pairs to pull the correct ballot to give to the voter, manages the ballot inventory.

**Ballot Marking Device (BMD) Judge** – Selects proper ballot according to style voter has been issued, walks each voter through the process of voting on the BMD, monitors the BMD, and checks seals throughout the day to ensure they have not been tampered with.

VSPC judges work early voting and/or election day at one of the VSPCs located across Garfield County. Early voting VSPCs are located at Glenwood Springs Community Center and Garfield County Fair Grounds in Rifle. On election day two additional VSPCs are opened at the Parachute and Carbondale Town Halls.

We ask that new judges that are interested in working at a VSPC on election day be available to work at least one day of early voting.

*Physical considerations – intermittent periods of sitting and standing, minimal lifting required*

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**Signature Verification:** Requires additional computer training.

Signature verification judges work at the courthouse in Glenwood Springs and begin one to two weeks before election day and may be needed the day after. They review a voter's previous signatures on the computer from the online voter registration system and compares them to the current signature on the ballot envelope to verify the voters' identity. Work both independently and at times as part of a team.

*Physical considerations – requires sitting for prolonged periods, looking at a computer monitor, repetitive motion of hands, arms and wrists using a computer mouse and keyboard*

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**Mail Ballot Processing:**

Ballot processing judges work at the courthouse in Glenwood Springs and begin approximately one to two weeks prior to election day and may be needed one to two days after. They are responsible for tracking ballot quantities, separating ballots from envelopes, reviewing the ballot for any damage or personally identifiable information and prepping the ballots for scanning.

*Physical considerations – requires sitting for prolonged periods of time and repetitive motion of hands, arms, and wrists.*

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**Ballot Pick Up (minimal spots available):** Requires a valid Colorado driver's license, passing a driving record check, proof of insurance (to show you are insurable), ability to drive in all conditions.

Using a county vehicle, ballot pick up judges drive between Carbondale and Parachute picking up ballots from all 24/7 drop boxes, VSPCs and the Post Office. They return the ballots to the courthouse in secure bags; date stamp the ballot envelopes and sort them into batches. On election day these judges may make multiple trips throughout the county. Will also deliver supplies to the VSPCs as needed.

*Physical considerations – getting in/out of a vehicle multiple times, walking on snow/ice (for Nov. elections), bending, ability to lift and carry between 20 and 25 pounds.*