

COMMISSIONER OF ELECTIONS

DISTINGUISHING FEATURES OF THE CLASS: This is exacting administrative work of a difficult nature which involves the responsibility for ensuring that the three stages of the election process: voter registration party primaries and general elections are conducted in an honest and fair manner. The work is performed in accordance with various sections of the Election Law of the State of New York and other applicable sections of New York State and local laws. Direct supervision is exercised over a moderate number of employees. Does related work as required.

TYPICAL WORK ACTIVITIES:

Directs the conduct of elections pertaining to number and location of polling places, voting forms, instructional manuals, absentee voting, counting and certifying returns;
Conducts three-hour training school for Election Inspectors and instructional meetings before primary and general elections;
Interprets and applies any and all amendments to the law;
Reviews and rules on the legality of all petitions and objections;
Keeps a record of all proceedings and files an annual statement of the number of voters enrolled with each party in each assembly district;
Makes an annual report of the affairs and proceedings of the Board of Elections to the County Legislature;
Appoints all and any employees to serve at the pleasure of the Board.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of the election process and the State and local laws governing same;
ability to train and direct others; ability to prepare oral and written reports.

MINIMUM QUALIFICATIONS: Appointment is made by the County Legislature with the approval of the appropriate local party organization for a term of four (4) years.