

COMMISSIONER OF ELECTIONS

DISTINGUISHING FEATURES OF THE CLASS: The position involves responsibility for overseeing the County Board of Elections operations to ensure the fair and proper conduct of elections in the County, to ensure that candidates are qualified and that the provisions of Elections Law are followed. The duties are primarily administrative and supervisory. The two Commissioners of Election constitute the Board of Elections and are responsible for the administration of the Election Law in Broome County. The Board constitutes an autonomous body whose decisions may be overturned only through court ruling. The Commissioners are appointed to serve terms by the County Legislature upon recommendations of their prospective political parties and to give equal representation to the major political parties. Does related work as required.

TYPICAL WORK ACTIVITIES:

Supervises and administers the operation of the County Board of Elections;
Insures proper processing of all registrations, transfers and cancellations of voters;
Provides opportunities for all those desiring to become candidates to do so;
Prepares ballots and voting materials;
Provides current voter lists for all school district elections;
Produces voter identification material;
Prepares yearly operating budget;
Oversees fiscal transactions;
Conducts fair elections;
Distributes instructional manuals to polling places;
Verifies counting and certifies results;
Interprets and applies any and all amendments to election laws;
Issues subpoenas and hears testimony on violations;
Trains local elections officials;
Appears in court to testify on actions;
Maintains records and prepares reports on Board's activities;
Files timely reports with State Board of Elections on its affairs and proceedings;
Maintains accurate records of Board's proceedings;
Maintains minutes of meetings and votes taken on resolutions or motions;
Maintains records of numbers of voters and enrollment in each party;
Maintains data relating to expenses connected with registration, enrollments, and elections.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of political process at local government level;

Thorough knowledge of the provisions of Election Law;
Good knowledge of state and local government structure;
Good knowledge of process and requirements to be a candidate for public office;
Good knowledge of the process for voter registration;
Good knowledge of public administration principles, practices and procedures;
Working knowledge of budgetary process;
Working knowledge of reporting procedure;
Ability to problems and to make good judgements in their resolution;
Ability to establish satisfactory relationships with others.

MINIMUM QUALIFICATIONS:

Section 3-300 of the Election Law requires that the appointees be a member of the political party they are representing and nominated by the political party to the position.