

Commissioner of Elections Tompkins County

Department: Board of Elections
Classification: Unclassified
Labor Grade: Management Grade 87
Approved: 11/26/84
Revised: 1/90;5/91;6/91;12/01;07/05; 9/16
By: AF, Commissioner of Personnel

SUGGESTED MINIMUM QUALIFICATIONS:

(A) Graduation from a regionally accredited or York State registered college or university with a Bachelor's degree **AND** three years of public or private sector senior level clerical experience, two years of which must have been in a supervisor capacity; **OR**

(B) Graduation from a regionally accredited or York State registered college or university with an Associate's degree **AND** five years of public or private sector senior level clerical experience, two years of which must have been in a supervisor capacity; **OR**

(C) Graduation from high school or possession of a GED **AND** seven years of public or private sector senior level clerical experience, two years of which must have been in a supervisor capacity.

Tompkins County is Committed to Equity and Inclusion. We encourage those with similar values to apply.

NOTE: The Commissioners of Elections are appointed on the basis of merit and fitness in accordance with Section 3-204 of New York State Election Law.

DISTINGUISHING FEATURES OF THE CLASS:

The Commissioner of Elections executes and administers the laws pertaining to the registration of voters and the designation, nomination, and election of all party and public officials in the County. The work involves administering established procedures for voter registration, all aspects in the conduct of elections and vote tabulation. An employee in this class provides information to the public on registration and voting procedures, provides forms and assistance in filling out forms and other documents. In the course of performing the managerial duties of this position, the incumbent is responsible for developing general policies and procedures for use within the Elections office and its relationship with other units of government. In addition, the Commissioner of Elections, in conjunction with his or her counterpart, will develop internal personnel policies to provide and maintain the efficient and cooperative operation of the office. The Commissioners enjoy an extreme level of autonomy and work under only the most broadly stated direction of their respective political parties. Commissioners have full and direct accountability for the final results of the elections process. Supervision is exercised over subordinate staff, elections inspectors and voting machine custodians. The incumbent will perform all related duties as required.

TYPICAL WORK ACTIVITIES:

- Responsible to register voters, and assure any voter who is eligible to vote is afforded the opportunity to do so;
- Responsible for the administration of election laws and regulations;
- Responsible for managing all federal, state and municipal elections in Tompkins County; assist villages, school districts, fire districts and housing authorities with elections as requested;
- Develops and administers organizational and administrative procedures designed to maintain departmental activities on an efficient, timely and effective basis;
- Oversees the development of manuals, forms, and other tools to facilitate the recording of votes and to inform the Electorate;
- Records Retention officer; responsible for the preservation of permanent records of all present and past voters, election results and legal proceedings;
- Renders advice to State and Local officials, political parties and the public on matters involving election law;
- Responsible for monitoring all bills dealing with the elections process and keeps appropriate parties informed;
- Provides public information pertaining to the office by speaking to groups, preparing s releases and generally interpreting the role of the department to the public;
- Recruits, hires, supervises and disciplines office personnel;
- Responsible for compiling and certifying official enrollment records and the posting of registers;
- Review and qualify absentee ballot applications for all elections; coordinate with nursing home for absentee voting;

- Responsible for the procurement of all voting equipment;
- Responsible that all voting equipment is secure, maintained and in proper working order;
- Responsible for the re-canvass of voting machines and absentee ballots;
- Provides guidance to officials in the conduct of local elections;
- Renders advice in the preparation and distribution of petitions designating and nominating candidates, authorizations and campaign financial disclosure requirements;
- Supervises and directs the examination of petitions designating and nominating candidates;
- Responsible for the official canvass of votes cast in primary and general elections;
- Responsible for the creation and/or consolidation of election districts;
- Reviews designating and independent nominating petitions filed for candidacy;
- Responsible for certifying primary and general election candidates;
- Educate voters as to their rights, correct procedures, and use of voting equipment;
- Prepare reports and budget for the County and State;
- Responsible for certification of all Board of Elections expenditures and apportioning them to the municipalities;
- Maintains liaison with State agencies;
- Maintains liaison with the York State Board of Elections;
- Responsible for the certification of all polling places and that they meet ADA requirements;
- Answers inquiries of the public on the Election Law;
- Responsible for the recruitment and training of election inspectors and custodians ();
- Responsible for dealing with all legal challenges to petitions, certificates, voters and the counting of ballots;
- Subpoenas witnesses and takes testimony if/when necessary.

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Thorough knowledge of election procedures and the political calendar;
- Thorough knowledge of the Election Law, rules and regulations governing registration and the administration of elections in York State and Tompkins County;
- Ability to establish and maintain good working relationships with others;
- Thorough knowledge of the principles of office management and administrative practices and techniques;
- Thorough knowledge of office procedures, terminology and equipment;
- Thorough knowledge of the use and operation of voting machines;
- Working knowledge of governmental budgeting procedures;
- Working knowledge of business arithmetic and English;
- Working knowledge of data processing techniques and their applications;
- Ability to plan and supervise the work of others in a manner conducive to high performance and morale;
- Ability to delegate responsibility and to exercise adequate control over the work unit;
- Ability to communicate effectively both orally and in writing;
- Ability to read, review, and understand election district maps;
- Thorough knowledge of election districts and how they interrelate;
- Ability to establish and maintain cooperative relations with the public and other governmental and private agencies;
- Confidentiality, courtesy, tact and good judgment are required;
- The employee's physical condition shall be commensurate with the demands of the position.

C17.doc

Specification Originally created January 1990 for factor rating purposes only. Job descriptions are not normally required for unclassified titles.