

DEPUTY COMMISSIONER OF ELECTIONS

DISTINGUISHING FEATURES OF THE CLASS: Under general direction, interprets and executes the laws pertaining to the registration of voters and the designation, nomination, and election of all party and public officials in the County. Responsibilities also include the conduct of elections involving state and national candidates in accordance with law and judicial decisions, and the administration of the permanent personal registration system in the County. Contact with state, County, local officials and the public are frequent. Full supervision is exercised over a substantial number of full-time and part-time administrative and clerical personnel.

EXAMPLES OF WORK: (Illustrative Only)

Directs the selection of polling places;

Directs the enforcement of election laws and regulations;

Provides all necessary administrative materials to facilitate the recording of votes and to inform the electorate;

Determines the legality of petitions and certificates of nomination filed;

Supervises the maintenance and storage of records;

Advises state and local officials and the public on matters relating to the interpretation of election laws;

Drafts corrective or remedial legislation pertaining to the election process for members of the Legislature and the Legislative Committee;

Analyzes all bills dealing with the election process and reports findings to the party's state legal representative;

Publicly addresses matters pertaining to elections;

Appoints, trains, and supervises departmental personnel;

Prepares canvass sheets and canvasses results of primary and general elections;

Directs the preparation of the Statement of Canvass, the Decision of Canvass, and the Certificate of Election;

Supervises the re-canvass of voting machines and absentee ballots;

Researches and confers with other officials in the handling of judicial proceedings involving the election process;

Guides and directs the preparation of the Board's Budget;

EXAMPLES OF WORK: (Illustrative Only) (Continued)

Provides guidance to local officials in the conduct of village elections;

Renders advice in the preparation and distribution of petitions designating and nominating candidates;

Examines petitions designating and nominating candidates;

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments;

May perform other incidental tasks, as needed.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of the laws, rules, and regulations governing registration and voting in New York State and Westchester County; thorough knowledge of the principles of office management; thorough knowledge of the use and operation of voting machines; good knowledge of the principles and methods involved in public budgeting; ability to train and supervise others; ability to express oneself clearly, both orally and in writing; ability to deal with officials and the public effectively; ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments; ability to read, write, speak, understand, and communicate in English sufficiently to perform the essential duties of the position; initiative; resourcefulness; good judgment; tact; physical condition commensurate with the demands of the position.

DESIRABLE TRAINING AND EXPERIENCE: Possession of a high school or equivalency diploma and nine years of experience where the primary function of the position was in business or public service, two years of which should have involved the administration of voter registration and the interpretation of election laws and regulations.

SUBSTITUTION: Possession of 30 credits toward a Bachelor's Degree* may be substituted on a year for year basis for up to four years of the above stated general experience, but not for the two years of specialized experience.

NOTE: Unless otherwise noted, only experience gained after attaining the minimum education level indicated in the minimum qualifications will be considered in evaluating experience.

*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Education Department as a post-secondary, degree-granting institution.

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J. C.: Unclassified†
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Job Class Code: E0045
Job Group: XVI