

Civil Division: Oneida County Government  
Jurisdictional Class: Unclassified  
EEO Category: Administrators  
Revised: 11/07/17

### **COMMISSIONER OF ELECTION**

#### **DISTINGUISHING FEATURES OF THE CLASS:**

Employees in this class are responsible for administering, executing and enforcing the election laws of the State of New York so as to insure a fair and legal electoral process within Oneida County. Responsibilities include the recording and processing of voters, the conduct of training sessions for election inspectors, and the tabulating of election results. Supervision is exercised over a staff of Deputy Commissioners of Elections and clerical employees. Broad administrative supervision is received from the Board of Legislators, and functional supervision is received from the Director, New York State Board of Elections. The incumbent performs related work as required.

#### **TYPICAL WORK ACTIVITIES:** (Illustrative Only)

Plans, coordinates and supervises the work of the County Board of Elections' personnel;

Supervises the maintenance of voter registration and election records;

Plans and implements procedures for holding regular and special elections;

Ascertaines supplies and printing required for elections, and requisitions same;

Ascertaines election facilities required and arranges for the needed facilities;

Supervises personnel engaged in election and registration activities;

Maintains liaison with government officials relative to election administration;

Answers questions orally or in writing pertaining to election and registration administration;

Conducts classes and instructs election inspectors;

Prepares ballots as they will appear on voting machines;

Certifies candidates and authorizes printer to read all strips with propositions, title of officers and candidate names;

Notifies party chairman of specific dates for filing petitions and required number of signatures;

Publishes lists of places for registration and polling places for election day;

Supervises recanvassing and tabulation of election results;

Certifies final election figures to New York State Board of Elections.

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**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS:** Thorough knowledge of appropriate laws and regulations pertaining to election and registrations procedures; ability to plan, organize, coordinate and supervise the work of subordinate employees; ability to establish and maintain effective working relationships with employees, public officials, party officials and the general public; good judgment; tact and courtesy; honesty; good physical condition.

**MINIMUM QUALIFICATIONS:** Appointed on the basis of administrative experience and other such qualifications, as the Board of Legislators may determine appropriate.

**SUGGESTED QUALIFICATIONS:** Graduation from high school or possession of a high school equivalency diploma **AND** seven (7) years of experience in election and registration work.

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