

ELECTION COMMISSIONER

DISTINGUISHING FEATURES OF THE CLASS:

This position is governed by the Constitution of New York State (Article 2) and the Election Law. Is responsible for the interpretation and execution of the laws pertaining to the designation, nomination and election of all party and public officials in Dutchess County. Supervision is exercised over a substantial number of employees which comprise the Board of Elections.

TYPICAL WORK ACTIVITIES:

1. Directs the registration and enrollment of qualified voters and the filing of designating petitions;
2. Formulates policies of the Board of Elections;
3. Directs the conduct of elections pertaining to number and location of polling places, voting forms, instructional manuals, absentee voting, returns, etc.;
4. Directs the interpreting and application of the continuously amended statutes;
5. Directs the research, reading, reviews and discussion of all objections to petitions and orders and applications of the Supreme Court;
6. Prepares and administers the annual budget for the Board of Elections;
7. Maintains close personal contacts with city, town and village officials in relation to election matters;
8. Lectures to and addresses social and civic groups on election matters and procedures; answers public inquiries;
9. Appoints and trains inspectors and voting machine custodians;
10. Does related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of the Election Laws and the Consolidated Laws of New York State; thorough knowledge and understanding of all requirements related to the conduct of elections; a good knowledge of public administration; ability to organize and direct; ability to work effectively with public officials, professional organizations and civil groups; ability to write and speak effectively; initiative; resourcefulness; good judgment; tact; physical condition commensurate with the demands of the position.

RECOMMENDED TRAINING AND EXPERIENCE:

Graduation from a standard high school course and either:

- EITHER: (A) Nine years of office experience, five years of which must have been primarily in an administrative or supervisory capacity;
- OR: (B) Graduation from a recognized college or university and four years of experience as outlined in (a) above;
- OR: (C) A satisfactory equivalent combination of training and experience.

NOTE: The County Committee of the two major parties, through their chairmen, each recommend a candidate to be appointed as Election Commissioner.

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