

DEPUTY COMMISSIONER OF ELECTIONS

DISTINGUISHING FEATURES OF THE CLASS: This is a responsible position of a difficult nature which requires a high degree of accuracy in carrying out the legally required provisions of the Election Law and other applicable New York State and local laws. In addition, the incumbent may act for and in place of a Commissioner of Elections. The work is performed under the direct supervision of the Commissioners of Elections and supervision is exercised over a moderate number of employees. Does related work as required.

TYPICAL WORK ACTIVITIES:

Compiles election statistics;
Registers prospective voters;
Draws and reads election maps;
Assists the Commissioners in the preparation of the annual budget;
Keeps daily time records of subordinates and prepares profile documents as needed;
Completes bi-weekly payroll;
Prepares all requisitions for supplies;
Reviews all incoming mail.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of the election process and the state and local laws governing same; ability to direct the work of others; ability to prepare a variety of forms and reports.

MINIMUM QUALIFICATIONS: Appointment is made by the Board of Election Commissioners.