

ELECTION AUDITOR

DISTINGUISHING FEATURES OF THE CLASS: The work involves performing clerical and audit duties in connection with election data and disseminates Election Law information. Under the general supervision of the Commissioners and Deputy Commissioners of Elections, performs semi-difficult clerical and audit tasks in the Office of the Board of Elections. Does related work as required.

TYPICAL WORK ACTIVITIES:

Audits financial statements for all candidates and campaign committees;
Keeps financial records for the Board of Elections;
Maintains correspondence files of the department;
Participates in the preparation of district supplies; tabulations of election returns; central registration, rezoning, and purging;
Answers public inquiries relative to election matters.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of accounting procedures;
Good knowledge of office procedures, machines, and terminology;
Good knowledge of election law;
Good knowledge of geography of Broome County;
Ability to comprehend and follow detailed oral and written instructions;
Ability to maintain records;
Industry and dependability;
Tact;
Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma and two years of general office experience.

NOTE: College education may be substituted for experience on a year for year basis.