

ELECTION REGISTRAR

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for registering new voters and assisting all phases of the election process. The incumbent works under the general supervision of the Deputy Commissioner and may be responsible for supervising the work of part-time workers. Does related work as required.

TYPICAL WORK ACTIVITIES:

Registers new voters, either in person or by mail;
Cancels previous registrations;
Services public requests for information, materials, voter lists, and election results;
Administers inspector's tests;
Assists in instruction for inspectors;
Canvasses election results;
Fills in for Deputy Commissioner when necessary.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of the laws, rules and regulations governing registration and voting in New York State and Broome County;
Good knowledge of the use and operation of voting machines;
Ability to interpret election law;
Ability to read maps;
Ability to file accurately;
Ability to get along well with others;
Good judgement;
Honesty;
Dependability;
Accuracy;
Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

A) 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.