

## SECOND DEPUTY COMMISSIONER OF ELECTIONS

**DISTINGUISHING FEATURES OF THE CLASS:** The work involves the proper operation and performance of the Elections Office. Under the general direction of the Commissioners of Election and the Deputy Commissioners, the incumbents execute and administer the laws pertaining to the registration of voters and the designation, nomination, and election of all party and public officials in the County. The principal function and duties of this position are directly related to the training, supervising and organizing the tasks of the many temporary workers assigned to the Elections Office. Does related duties as required.

### **TYPICAL WORK ACTIVITIES:**

Assists the Deputy Commissioners in all operations of the office in the Commissioners' absence;  
Assumes full responsibility of the office in the Commissioners' and Deputy Commissioners' absence;  
Trains and supervises the work of temporary workers as they process voter registrations, record and count absentee ballots and handle election supplies;  
Responsible for a caseload of voter registrations, missing Poll Ballots, Special Federal and Special Presidential voter's records and eligibility;  
Assists the Deputy Commissioners' with the planning and coordinating of the day to day operation of the Elections Office;  
Responds to requests for election and registration information, polling place location and petition filing dates;  
Facilitates an efficient election night reporting system.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Thorough knowledge of the use and operation of voting machines;  
Good knowledge of the laws, rules, and regulations governing registration and voting in New York State and Broome County;  
Good knowledge of the principles of office management and administrative practices and techniques;  
Working knowledge of governmental budgeting procedures;  
Working knowledge of data processing techniques and their applications;  
Ability to plan and supervise the work of others;  
Ability to communicate effectively both orally and in writing;  
Ability to read, review and understand election district maps;  
Ability to deal with officials and the public effectively;  
Physical condition commensurate with the demands of the position.

**SUGGESTED MINIMUM QUALIFICATIONS:**

- A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree and one year of business or public sector experience;
- B) Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree and three years of business or public sector experience.

NOTE: Section 3-300 of the Election Law requires that the appointees be a member of the political party they are representing.