

COMMISSIONER OF ELECTIONS

DISTINGUISHING FEATURES OF THE CLASS: This position is established and governed by the Constitution of the State of New York (Article II, Section 8) and by Election Law, which mandates that the County Board of Elections shall consist of a minimum of two commissioners, one from each of the major political parties, who serve for a term of two years. Commissioners must be recommended for appointment by their party organizations. The incumbent of this position directs the Putnam County Board of Elections and administers, interprets and enforces New York State Election Law and related federal and state laws pertaining to the registration of voters and the designation, nomination and election of all party and public office officials of the County. Responsibilities also include the conduct of elections involving state and national candidates in accordance with law and judicial decisions. Supervision is exercised over a number of employees which comprise the Board of Elections. Performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Formulates and implements policies of the Board of Elections ensuring adherence to the Election Law;

Establishes rules in reference to the filing and disposition of nominating petitions, certificates, objections and specifications and determines the legal sufficiency of duly challenged petitions and certificates of nomination, affidavit ballots and applications for absentee ballots, as empowered by law;

Supervises and administers the operation of the County Board of Elections;

Insures proper processing of all registrations, transfers and cancellations of voters;

Provides opportunities for all those desiring to become candidates to do so;

Oversees and directs the conduct of general, primary and special elections and certifies their results to the State Board of Elections;

Prepares ballots and voting materials;

Distributes instructional manuals to polling places;

Provides instruction to election inspectors, poll clerks and voting machine technicians upon recommendation by their respective political parties;

Supervises the re-canvass of voting machines and absentee ballots;

Conducts research of legal and factual issues and consults with the Office of the County Attorney as counsel, and other officials as may be appropriate, concerning judicial proceedings in which the board is or may be involved;

Renders advice and interpretations on matters involving election laws and problems related thereto to state and local officials, and to the general public;  
Educates the voting public on election matters and procedures through speaking engagements and the preparation and distribution of press releases and other written materials;  
Prepares and administers the annual budget for the Board of Elections; prepares and submits, as mandated by law, an annual report of board affairs and proceedings to the County Board of Legislators, with copy to the State Board of Elections.  
Maintains records and prepares reports on Board's activities;  
Oversees fiscal transactions;  
Assembles and forwards for investigation, information relating to charges of voting fraud or other criminal violations of the election law, to the County Attorney, the District Attorney or the state board of elections, as appropriate;  
Appears in court to testify on actions;  
Performs a variety of related activities as required.

*Typical Work Activities are intended only as illustrations of possible types of work that might be appropriately assigned to an incumbent of this title. Work activities that do not appear above are not excluded as appropriate work assignments, as long as they can be reasonably understood to be within the logical limits of the job.*

DESIRED KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of New York State Election Law and related federal and state laws pertaining to election of officials and the election process; thorough knowledge and understanding of all aspects of the conduct of elections; good knowledge of public administration; ability to organize and direct the work of others; ability to work effectively with public officials, professional organizations and civic groups and the general public; ability to write and speak effectively; initiative; resourcefulness; good judgment; tact.

MINIMUM QUALIFICATIONS:

Section 3-300 of the Election Law requires that the appointees be a member of the political party they are representing and nominated by the political party to the position.

PLEASE NOTE: The County Committee of the two major parties, through their chairman, recommend to the County Board of Legislators a candidate to be appointed as a Commissioner of Elections.