

COMMISSIONER OF ELECTIONS

DISTINGUISHING FEATURES OF THE CLASS: The position is established and governed by the Constitution of the State of New York (Article II, Section 8) and the 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 Westchester County Board of Elections and administers, interprets and enforces the 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, and the administration of the permanent personal registration system. Supervision is exercised over a substantial number of employees which comprise the Board of Elections.

EXAMPLES OF WORK: (Illustrative Only)

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

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

Supervises the re-canvass of voting machines and absentee ballots and assists with village, school board and fire district elections;

Interprets election law and maintains current knowledge of the continuously amended statutes and related judicial decisions;

Provides instruction for the registration of all eligible voters by administering central, local and mail registration programs;

Is empowered by law to establish 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;

Receives the filing of candidate and political committee campaign financial disclosure statements and sends notification to such committees of delinquent filing;

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;

EXAMPLES OF WORK: (Cont'd)

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;

Reviews and approves, as provided by law, the creation, consolidation, division or alteration of election districts and the designation of registration and polling places by the legislative bodies of the towns and cities;

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

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;

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.

DESIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of the of the Election Laws and the Consolidated Laws of New York State; thorough knowledge and understanding of all aspects in connection with the conduct of elections; a good knowledge of public administration; ability to organize and direct; ability to work effectively with public officials, professional organizations and civic groups; ability to write and speak effectively; initiative; resourcefulness; good judgment; tact; physical condition commensurate with the demands of the position.

DESIRED TRAINING AND EXPERIENCE: High school or equivalency diploma and either (a) twelve years of office experience, seven years of which must have been primarily in an administrative or supervisory capacity; or (b) a Bachelor's Degree* and seven years of specialized training as outlined in (a) above; or (c) a Master's Degree* in public administration, political science, business administration or a related field and five years of work experience as outlined in (a) above; or (d) a satisfactory equivalent combination of training and experience.

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.

*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the NYS Department of Education as a post-secondary, degree-granting institution.

J. C.: Unclassified†
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Job Group: Flat Rate