

Jurisdictional Class: Competitive Class
Adopted: August 18, 2016
Revised: March 6, 2017

CHIEF ELECTION INSPECTOR (Schools)

DISTINGUISHING FEATURES OF THE CLASS: This work involves administering established procedures for voter registration, the conduct of elections and vote tabulation. The incumbent provides the public with voter registration information, and assistance with voting procedures. This position requires the ability to communicate and deal with the public and officials in an effective manner. The incumbent is involved in physical tasks involving lifting, carrying, and/or pulling of furniture. This position supervises the Election Clerk's at the polling place. Work is performed under the general supervision of an administrative employee of the school district. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Assist the public with general voting questions;
Answers inquiries of the public on the Election Law;
Demonstrates proper voting procedures;
Assist with the set up and the closing of polling places;
Assigns and reviews work of Election Clerks;
Compares counts from voting machines and attendance sheets in order to balance at closing;
Makes arithmetical computations;
May compile data or statistical information.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:

Good knowledge of Election Law;
Good knowledge of business arithmetic and English;
Ability to get along well with others;
Ability to lift, carry, push and/or pull furniture;
Ability to understand and follow oral and written instructions;
Ability to perform detailed work with accuracy;
Ability to plan and supervise the work of others;
Ability to write legibly;
Clerical aptitude;
Confidentiality.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma.

SPECIAL REQUIREMENT: Must be a Clinton County registered voter and undergo annual training conducted by the Board of Elections, in accordance with 3-400(6) and 3-412 of the New York State Election Law.