

DEPARTMENT: **BOARD OF ELECTION**
CLASSIFICATION: **UNCLASSIFIED**
APPROVED: _____

DEPUTY ELECTION COMMISSIONER

DISTINGUISHING FEATURES OF THE CLASS: Performs varied clerical activities in connection with Board of Elections. Works under the supervision of the Executive Secretary and Deputy Commission who reviews work for effectiveness and compliance with laws and policies. Exercises supervision over a clerical employee.

TYPICAL WORK ACTIVITIES:

1. Cuts stencils and runs off affiliation lists;
2. Stamps identification cards for supply and ballot boxes;
3. Compiles official enrollment records and posts in registers;
4. Tabulates results from the official canvass of votes cast at primary and general election;
5. Prepares and mails absentee ballots;
6. Prepares election supplies for distribution;
7. Checks and records designating petitions filed for candidacy;
8. Registers voters;
9. Answers inquiries by the public with respect to Election Law;
10. Instructs appointed election inspectors in Election Law and voting procedures;
11. Assists in laying out and preparing varied election and voting forms such as election publications, absentee ballots, tabulating sheets and other printing for the Board of Elections;
12. Proofreads material returned by printer;
13. Sorts and counts election supplies preparatory to distribution;
14. Records transfers of enrollment and affidavits of new voters;
15. Records central registrations in registers;
16. Swears in election Inspectors, instructing inspectors as requested;
17. Coordinates with City and Town Clerks during registration, distribution of supplies and receiving materials;
18. Operates office equipment such as mimeograph and adding machine.