TIOGA COUNTY, NEW YORK
Personnel and Civil Service
Ronald E. Dougherty County Office Building 56 Main Street Owego, NY 13827
Linda Parke Personnel Officer 607 687 8494 607 223 7074 www.TiogaCountyNY.gov

NOTICE OF VACANCY
Deputy Commissioner of Elections Board

Date of Issue 11/24/2026: Under the general direction of the Commissioners of Elections, the incumbent executes and administers the laws pertaining to the registration of voters and the designation, nomination, and election of all party and public officials in the County. The work involves administering established procedures for voter registration, the conduct of elections and vote tabulation. An employee in this class provides information to the public on registration and voting procedures, provides forms and assistance in filling out forms and other documents. The incumbent assists the Commissioners of Elections in the development of general policies and procedures for use within the Elections office and in its relationship with other units of government. The position requires regular use of computer systems and applications. The work is performed under the general direction of the Commissioners of Elections with leeway allowed for the exercise of independent judgment. A Deputy serves at the pleasure of the Commissioner and gives equal representation to the major political parties. Both the work and the work hours are dictated by New York State Election Law and are subject to change. Does related work as required.

The title of Deputy Commissioner of Elections Board is **Unclassified** under Tioga County civil service rules.

Status:	Serves at the pleasure of the Commissioner of Elections Board
Work Hours:	Full-time, Monday-Friday. As needed, includes evenings and weekends. Must be willing and able to work additional hours and consecutive days during an election cycle or as the need arises.
Salary:	$48,237 Annual (M/C); Benefit package available including: health, dental and vision insurance, paid leave time, NYS Retirement System, Deferred Compensation Plan
Location:	Tioga County Board of Elections

Special Requirement: Applicant must be a registered Democratic voter. Per Election Law candidates must reside in Tioga County throughout appointment.

Note: Proficiency with common computer applications is preferred.

Apply Online: https://www.tiogacountyny.com/departments/personnel-civil-service/

Apply by: **APPLICATIONS ACCEPTED UNTIL THE POSITION HAS BEEN FILLED**