

PART TIME COMMISSIONERS RESPONSIBILITIES

Emailed or Talked to Eight Counties

- ▣ Heard back from all eight counties
- ▣ One county has gone to full time Commissioners
- ▣ All seven I heard back from had varied responsibilities

County # One

- ▣ Full time deputy commissioners
- ▣ Part time commissioners required to work 5 hours a day or 25 hours a week. More like full time than part time as they work more than 25 hours per week.
- ▣ Responsibilities of Commissioners:
 - Schedule and run inspector classes
 - Schedule inspectors to work each election

Compile and complete all data for reports for the State Board.

Complete all HAVA reports and keep track of all HAVA funds.

Prepare press releases.

Supply orders for office and elections.

Order ballots.

Mark test deck ballots and run test decks.

Schedule truck rentals for each election.

Prepare departmental budget and meet with standing committee every month.

Handle all petitions going out and coming into the office.

Handle review of the machines by candidates.

Handle calls from candidates both in the office and at home if they have put in more than their allotted hours.

County #Two

- ▣ Full time deputy commissioners are considered office managers.
- ▣ Parttime commissioners are considered department heads by the county and are liaisons between the Board of Elections and the County Administrator.
- ▣ No set hours for commissioners to work – they work the hours they need to; usually everyday 8:30-Noon.

- ▣ Some of Commissioners responsibilities:
 - Rule on objections to petitions and ballots
 - Sign off on 3% audit
 - Supervise ballot draw
 - Responsible for media contacts
 - Oversee day to day operations
 - Visit poll sites on election day
 - Help with machine pickup after election

County #3

- ▣ 2 full time clerks: work 35 hours per week
- ▣ Part time commissioners: work 30 hours per week

Responsibilities of Commissioners:

Sign off on everything with NTS and Phoenix Graphics.

Oversee techs and poll sites.

Work with inspectors.

Speak to groups: high schools, League of Women Voters, etc. Very visible and well known to public.

Put out fires where ever needed.

Do what full time Commissioners do at part time hours and pay.

County #4

- ▣ Full time Deputies
- ▣ Two clerk/techs
- ▣ Part time commissioners: work approximately 27 hours a week; more around election time.

Some responsibilities of Commissioners:

Design and teach inspector classes, including machine training.

Clerk/techs: new titles and job description for office staff which has been a cost saving to the county.

Duties include everything a full time Commissioner would do.

County #5

- ▣ 2 full time deputy commissioners: responsible for day to day work that needs to be done.
- ▣ Part time commissioners: in office more than what they are scheduled.

Responsibilities of Commissioners:

Majority of work with regard to the petition process.

Decisions on objections.

In office full time during petition filing.

Ballot certification; send ballot to IT Dept. for programming.

Train inspectors.

Commissioners are responsible for all the major work and decisions for the office.

County #6

- ▣ Full time clerks
- ▣ Full time deputy commissioners
- ▣ Part time commissioners: in office at least 2 days a week; on computer when at home and available by phone when not in office. At election time in office every day for 2 weeks.

Responsibilities of Commissioners:

A little bit of everything.

County #7

Full time deputies do the day to day office duties: registrations, EMS, reports, mail, accept petitions and caucuses, get materials ready for the machine techs, ballot and inspector bags.

Part time commissioners responsibilities include:

Accounts receivable and payable

Payroll

Inspectors (training, entering info into computer and payroll)

Attend Committee meetings

Update up the policy/procedure manual for the office

Update policies for 6210, Board minutes

Annual report

Review petitions

Approve and order ballots

Do most of administrative duties