

HERKIMER COUNTY

JOB OPENING

Department: Board of Elections

Title: Deputy Board of Election Commissioner (Republican)
Appointed, Full Time Position

Salary: \$45,922.00 (2026 base pay rate)

The Republican Deputy Commissioner is an Appointed Position. Applicants **must be a registered Republican** to be considered.

We are seeking a self-motivated, detail-oriented individual with strong clerical and organizational skills. The ideal candidate will be proficient in Microsoft Excel, familiar with Apple products, and possess excellent phone and communication skills.

Responsibilities include:

- Performing a variety of clerical and administrative duties;
- Maintaining accurate records with exceptional attention to detail;
- Answering phones and assisting the public professionally;
- Working independently while managing multiple tasks efficiently;
- Assisting with election preparation and operations.

This is primarily a desk position, with most of the workday spent in an office setting. However, during the election cycle, the successful candidate will be required to move election equipment and must be able to lift and carry at least **50 pounds**.

Schedule: Monday through Friday
Summer Hours: 8:00am – 4:00pm
Winter Hours: 8:30am – 4:30pm

Mandatory overtime is required during election periods to support election operations.

CONTACT

for further information: Teresa Robotham, Republican Election Commissioner
Herkimer County Board of Elections
109 Mary Street, Ste. 1306
Herkimer, NY 13350
315-867-1104

Please Post for 10 Working Days (7/7/2026 through 7/20/2026)