



Board of Election Supervisor

Class Code:
478

PASCUA YAQUI TRIBE
Established Date: Apr 20, 2023
Revision Date: Apr 20, 2023

SALARY RANGE

\$18.28 Hourly
\$1,462.40 Biweekly

JOB SUMMARY:

Pursuant to the Pascua Yaqui Constitution Article IX ??1, Tribal Council has the power to "adopt an election ordinance" to govern the conduct of all Tribal elections. In accordance with Article VI ??1(n) the Constitution also gives the Tribal Council the power to create boards and establish compensation for their members. In 1988, the Tribal Council used this power to establish the Board of Election Supervisors ("Board") and provided authority to oversee and be responsible for voter registration and tribal elections. In addition to the Constitution, Tribal Council adopted Tribal Code PYTC ?? 4-3-Board of Election Supervisors. The code outlines the Board's duties, election procedures, and how an electoral dispute is resolved.

PRINCIPLE DUTIES AND RESPONSIBILITIES:

The Board of Election Supervisors is responsible for overseeing and maintaining a list of registered voters of the Tribe, by conducting all tribal general and special elections, for the election of tribal council members, or for initiative, referendum and recall measures, and the resolution of disputes arising from tribal elections.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

The Board may make and enforce election rules that must be approved by Tribal Council before taking effect and cannot conflict with tribal code

EDUCATION, CERTIFICATIONS AND EXPERIENCE REQUIRED:

- The Chairman and member of the Board must be 21 years old and enrolled members of the Pascua Yaqui Tribe.
- No state or federal felony convictions, unless voting rights have been restored.
- No convictions of any crime involving deceit, fraud or misappropriation of funds, unless the conviction has been expunged.
- No immediate family members on the Tribal Council.
- Properly appointed by the Chairman of the Tribal Council, with the concurrence of the Council, for the current term

SPECIAL REQUIREMENTS:

Qualifications (2 PYTC ¦ 4-3-40)

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Term of Office (2 PYTC ¦ 4-3-50)

- The first term of the Board ended December 4, 1991, and each term ends every 4 years thereafter.
- At the end of each four-year term, a new Board must be appointed.
- The Chairman and members of the Board may be reappointed upon approval of the Tribal Council.
- Vacancies are filled by the Chairman of the Tribal Council, with the concurrence of the Council. The person appointed to fill the vacancy shall serve until the normal expiration of the term of his or her predecessor.
- **Registrars; Poll Clerks, Poll Judges**
(2 PYTC ¦ 4-3-60)
The Board Supervisor shall appoint such registrars, poll clerks, and poll judges and assign duties pursuant to the rules and regulations as provided in this section:
 - The registrar appointed, in addition to assigned duties, may also serve as a poll clerk.
 - There shall be one poll clerk at each polling place.
 - There shall be at least one poll judge at each poll, which shall be designated as the Chief Judge

PHYSICAL AND ENVIRONMENTAL CONDITIONS:

Positions in this class typically require: finger dexterity, feeling, talking, hearing, seeing and repetitive motions.

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force frequently and/or negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for sedentary work and the worker sits most of the time, the job is rated for Light Work.

TRIBAL VEHICLE USE POLICY NOTICE:

This position may require the use of personal, GSA or Tribal vehicle for Tribal business. Individuals must be physically capable of operating the vehicles safely, possess a valid driver's license, and have an acceptable driving record. Use of a personal vehicle for Tribal business will be prohibited if the employee is not authorized to drive a Tribal vehicle or if the employee does not have personal insurance coverage. Failure to maintain a driving record that would allow you to drive Tribal or GSA vehicles may result in removal from this position.