

**State of Washington  
Office of the Secretary of State  
invites applications for the position of:  
Program Specialist 4**

**careers.wa.gov**  
Working for Washington State

**SALARY:** \$4,109.00 - \$5,385.00 Monthly

**OPENING DATE:** 05/04/17

**CLOSING DATE:** Continuous

**DESCRIPTION:**



# Secretary of State

*Kim Wyman*

Headed by an elected state official, the Office of the Secretary of State is responsible for administering elections within the state, registering corporations and charities that do business within the state, collecting and preserving the records of governmental bodies within the state, and maintaining the Washington State Library. The office also administers the Address Confidentiality Program, the Legacy Program and the Combined Fund Drive. Visit our website at: [www.sos.wa.gov](http://www.sos.wa.gov).

This position is the Election Review Program lead within the Election Certification and Training program. The Election Certification and Training program oversees, directs, and advises county auditors in interpretations of federal and state election law and the correct administration of voter registration and elections throughout the state. The certification and training program reviews county practices for adherence to election law and best practices, provides essential tools for election administrators through official communications and training, and acts as liaisons for the Office of the Secretary of State.

This position reports to the certification and training program manager and is responsible for overseeing, reviewing and advising county auditors on the federal and state elections laws and the administration of voter registration.

This recruitment is open continuous with the initial review of applicants beginning on May 11, 2017. The hiring authority reserves the right to make a hiring decision at any time following the initial review of applications on May 11, 2017.

**DUTIES:**

**Serves as the lead program specialist in the county election review program; travels extensively throughout the state to conduct reviews of county elections departments**

- Determines county review schedules and tracks review histories
- Establishes and maintains internal and external documents used in election procedures
- Evaluates efficiency and effectiveness of review process
- Monitors progress and completion of the year's reviews
- Manages the program's document retention
- Visits counties multiple times to observe the election practices
- Reviews all written election materials prepared by the counties
- Reviews all written and observed procedures for compliance with state and federal election law
- Reviews all written and observed procedures for improvements based on best practices

- Makes recommendations to the county to conform to state and federal election law and conform to best practices; and
- Prepares a publicly available review report on the findings of the review

### **Participates in the candidate filing and initiative and referendum filing programs**

- Maintains current initiatives and initiative filing process online
- Processes initiative and referendum filings
- Maintains the names of incumbents and the terms of all legislative, superior court, court of appeals, supreme court, federal, and statewide offices in the WEI
- Tracks vacancies that need to be filled in conjunction with the courts and governor's office in order to produce a list of statewide vacancies
- Maintains the list of current filing fees
- Serves as a liaison with candidates and political parties in the process for filing for the office, including the receipt of declarations of candidacy, minor party and independent candidate nominating petitions, and filing fee petitions
- Reviews all candidate applications: ensures applications are complete; rejects applications that are incomplete; determines disqualified applications; files legal declarations
- Establishes the proper order of candidates on the voting ballots
- Reviews and verifies county documentation for election results, combines results from counties and determines final results, prepares certification documentation, and arranges for signing by the Secretary of State and Governor

### **Participates in the elections training program and clearinghouse advisories program**

- Plans and develops curriculum
- Assists with logistical arrangements for facilities and accommodations
- Arranges for guest speakers
- Makes presentations at training opportunities for Secretary of State staff, county election administrators, political party observers, and county canvassing board
- Assists in planning the Annual Election Conference -developing agenda, selection of speakers, vendor coordination, and logistical arrangement
- Makes logistical arrangements for facilities and accommodations
- Conducts elections 101 orientation training
- Assists the voter education and outreach program
- Develops and publishes a variety of advisories and forms for use by elections professionals such as county auditors, county election administrators, the Public Disclosure Commission, candidates, political party representatives, the press, and the public

### **Participates in the election administration certification program**

- Independently reviews initial and renewal applications to determine whether the training qualifies for credit towards required certification
- Administers certification tests
- Issues certificate to qualified participants

### **Provide support to Washington State counties on election processes, county WEI systems, and logic and accuracy test program**

- Conducts logic and accuracy tests at county election offices: reviews test patterns for acceptance within allowable standards; presides over test to ensure accuracy and test uploads for results; creates remediation plan for failures
- Researches and accurately responds to county questions

### **Miscellaneous**

- Staffs the Election Administration and Certification Board comprised of county auditors, the Secretary of State, and state legislators
- Advises and supports county auditors and county election administrators
- Ensures the assigned areas of the Elections website are accurate, functioning and up-to-date
- Assists in development of WACs and RCWs
- Acts as back-up to other Elections Division programs

- Other duties as assigned

## **QUALIFICATIONS:**

### **Required Qualifications:**

- Four years of experience providing support to staff or a program including, but not limited to, interpreting policy and instructing others on application of policies, representing a program or office to clients, composing correspondence, scheduling appointments and meetings, working cooperatively with political party representatives, elected officials, election administrators, and the press and public in sensitive situations.
- Ability to efficiently use a personal computer and applicable software to successfully perform the essential functions of the position.
- Current Washington state driver's license or have requested and obtained an appropriate accommodation.

### **Preferred/Desired Qualifications:**

- Bachelor's degree and two years of experience interpreting policy and instructing others on application of policies, representing a program or office to clients, composing correspondence, scheduling appointments and meetings, working cooperatively with political party representatives, elected officials, election administrators, and the press and public in sensitive situations.
- Certified Election Administrator in Washington State.
- Experience preparing and delivering presentations to small and large groups.

### **Special Requirements/Conditions of Employment**

- Certification as an Elections Administrator within two years of employment
- This position is covered by a union shop provision. As a condition of employment, the incumbent will be required to become a member of the Washington Federation of State Employees (WFSE).

## **SUPPLEMENTAL INFORMATION:**

### **HOW TO APPLY**

- To be considered for this position you must attach a resume and a letter of interest describing how your experience and qualifications relate to the position description and the required and preferred/desired qualifications.
- You must complete the supplemental questions at the end of this application. Incomplete responses such as "see resume" will not be considered. In addition, if the employer you identify in the additional information section is not included on your resume or work experience profile, you will not receive credit.
- All veterans must include a copy of your DD214 to receive preference in the hiring process. You must redact your social security number before attaching it to your application.

*The Office of the Secretary of State is an equal opportunity employer (EOE). We do not discriminate on the basis of race, color, national origin, creed, sex, sexual orientation, disability, familial status, marital status, and age. All interested candidates are encouraged to apply. Persons of disability needing assistance in the application process, or those needing this announcement in alternative format, should call (360) 704-5210.*

## **Program Specialist 4 Supplemental Questionnaire**

- \* 1. Where did you hear about this job opening?

- \* 2. Do you have a family member or relative currently employed at the Office of the Secretary of State?  
 Yes    No
  
- \* 3. If you answered 'yes' in the previous question, what is the name of your family member/relative? *If you answered 'no' in the previous question, please put 'N/A.'*
  
- \* 4. Please select the tasks below that you have four (4), or more, years of experience performing in elections administration.
  - Interpreting policy and instructing others on application of policies
  - Representing a program or office to clients
  - Composing correspondence
  - Scheduling appointments and meetings
  - Working cooperatively with political party representatives, elected officials, election administrators, and the press and public in sensitive situations
  - I do not have experience in any of the items listed, but I am willing and able to learn
  
- \* 5. If you selected any of the tasks above indicating that you have experience in elections administration, please describe the tasks performed to include employer and dates below. *If you do not have this experience, please put 'N/A.'*
  
- \* 6. Do you have the ability to efficiently use a personal computer and applicable software to successfully perform the essential functions of the position?  
 Yes  
 No
  
- \* 7. Do you have a current Washington state driver's license or have you requested and obtained an appropriate accommodation?  
 Yes  
 No
  
- \* 8. Are you a certified Election Administrator in Washington state?  
 Yes  
 No
  
- \* 9. Do you have experience working in an elections office?  
 Yes  
 No
  
- \* 10. If you answered 'yes' in the previous question, please describe where you gained your experience and the tasks you performed. *If you do not have this experience, please put 'N/A.'*
  
- \* 11. Do you have experience preparing and delivering presentations to groups?  
 Yes  
 No
  
- \* 12. If you answered 'yes' in the previous question, please describe where you gained your experience. *If you do not have this experience, please put 'N/A.'*
  
- \* 13. During the election season and for projects, the work schedule for this position will require a variation from our regular office hours of 8:00 am to 5:00 pm. This includes

working long days, which may include working before 8:00 am and/or after 5:00 pm and working weekends. The position also travels extensively to county locations. Can you meet these requirements?

Yes

No

- \* 14. Please describe, in detail, your experience creating content and developing curriculum for training publications in print and digital platforms for multiple audiences. *If you do not have this experience, please put 'N/A.'*
  
- \* 15. Please describe a situation in which you displayed integrity, teamwork, and customer service when collaborating and/or coordinating with other sections, divisions, colleagues, or agencies to improve work flow and strengthen relationships. *If you do not have an example of this type of situation, please put 'N/A.'*
  
- \* 16. Please describe any experience you have working with elected officials, candidates, and/or county election administrators. *If you do not have this experience, please put 'N/A.'*
  
- \* Required Question