EXCITING CAREER OPPORTUNITY!
THE OREGON SECRETARY OF STATE
ELECTIONS DIVISION
IS RECRUITING FOR A
ELECTIONS ADMINISTRATIVE ASSISTANT
(Bilingual/English/Spanish)
$2,062—$2,818 Monthly

The Oregon Secretary of State is one of three constitutional offices created at statehood. An independent constitutional office, the Secretary of State answers directly and solely to the people of Oregon.

Our Mission: The Secretary of State is the keeper of Oregon’s history, the auditor of public funds, the first stop for Oregon businesses and the chief elections officer. We:

⇒ Engage Oregonians
⇒ Innovate for the Future
⇒ Deliver results

Our Vision: The Secretary of State delivers better results for Oregonians through:

⇒ More effective and efficient service delivery;
⇒ Greater transparency and accountability;
⇒ Using Innovation to connect Oregonians to their government

Our Values:

⇒ Foster innovation
⇒ Simplify
⇒ Promote continual job improvement
⇒ Build effective partnerships

The Secretary of State employs approximately 200 full-time, part-time and temporary employees. The Secretary oversees the functions of seven program Divisions: Archives, Audits, Business Services, Corporation, Elections, Human Resources and Information Systems.

For more information about the Secretary of State's office go to: www.sos.state.or.us

CLASSIFICATION: Public Service Representative 2
WORKING TITLE: Elections Administrative Assistant
CLASS NUMBER: C0322
ANNOUNCEMENT NUMBER: SOS14-003

AN EQUAL OPPORTUNITY AND AFFIRMATIVE ACTION EMPLOYER
Salem, Oregon

Salem, Oregon is a growing community located in the heart of the Willamette Valley. The Willamette Valley is one of the most fertile and agriculturally productive regions in the world. The area is dotted with cities, farms, and forests and is considered one of the most livable areas of the country, offering a low cost-of-living, quality schools, and mild weather. The city covers 47 square miles and has a population of approximately 156,955. Salem, the state capital, is one of the valley’s oldest cities and the third largest city in Oregon. The principal industries are agriculture, Government, food processing, lumber, manufacturing, education, and tourism. Salem has both private and public schools, pre-school through university level. There are four universities, a law school, and two community colleges within a 30-mile radius.

The Salem area is rich with parks, rivers, lakes, and recreational activities, including hiking, fishing, biking, boating, equestrian trails, organized children's sports and activities, Saturday artisan markets, theatre, museums, art fairs, music fairs, and the Oregon State Fair. A short driving distance to the east is world class skiing in the Cascade Mountains. To the west are many beautiful public beaches on the Pacific Ocean. To the north is Portland, Oregon’s cultural hub and largest city, and to the south are the rivers and canyons of the beautiful Rogue Valley and the annual Oregon Shakespeare Festival in Ashland.

Compensation and benefits

The Secretary of State offers an exceptional compensation and benefits program committed to employee well-being which includes:

- 9 paid holidays
- 24 hours of Personal Business
- Vacation leave and sick leave earned monthly
- A generous contribution toward individual and family health and dental insurance
- Employer paid $5,000 basic life insurance with additional coverage available including long and short-term disability plans, accidental death and dismemberment plans and long-term care insurance
- Employee Assistance Program
- Option to participate in the Oregon Savings Growth Plan, a deferred compensation program offering a wide variety of investment options
- Flexible spending accounts (FSA)
This position serves as the front desk customer service agent for the Elections Division by answering/directing phone calls and assisting walk-in customers. Duties include but are not limited to:

- Primary responsibility for the toll-free phone line required by the Help America Vote Act (HAVA).
- Answer incoming Division telephone calls and respond to inquiries about election laws and programs.
- Direct the calls to the appropriate staff member.
- Greet customers in a professional, friendly and hospitable manner.
- Respond to routine customer questions.
- Explain basic Oregon election law, processes and procedures.
- Provide administrative and general support to the Elections staff including but not limited to: daily mail, word processing, database entry, photocopying, faxing, filing and collating.

To qualify

Your application must demonstrate experience in the following:

- One year of experience in Public Contact (such as a Public Service Representative, Salesperson, or Receptionist) which included answering questions and providing information.

This position requires verbal and written Bilingual English/Spanish language skills. You will be asked to verify your language skills at the time of interview.

Desired Attributes:

- Elections experience
- Strong communication skills; professional and respectful
- Excellent customer service

Successful candidates must pass a criminal history check. Adverse background data may be grounds for immediate disqualification.

We are not looking for people who are looking for a job, we are looking for people who want to serve the State of Oregon
This recruitment will close on Friday, April 4, 2014 at 11:59 p.m.

The state of Oregon has moved to an online application system, Oregon E-Recruit System. All current employment opportunities can be found at www.oregonjobs.org.

Please pay special attention to the Application Instructions in the announcement to ensure your application materials are submitted correctly.

This position is posted on the Oregon E-Recruit System. Click here to view the complete announcement and apply online.

Important Notice– E-Mail addresses Now Required

The state of Oregon is now requiring all applications have a valid email address.

If you do not currently have an e-mail address and do not know where to go to get one please refer to our Applicant Frequently Asked Questions web page, scroll to the “How to Apply for a job section, question #14 to view several links to internet providers where you can get a free e-mail account. The state of Oregon does not endorse any particular provider.

The Secretary of State’s Office does not have procedures or policies in place for VISA sponsorships. Within three-days of hire, you will be required to complete the US Department of Homeland Security’s I-9 form confirming authorization to work in the United States.

The selection process consists of a review of your application materials and an evaluation of your education, experience and training. Please note that your response will also be evaluated for English usage, grammar, spelling and punctuation. Qualified applicants whose background most closely matches the needs of the position will be invited to interview. Final candidates may be asked to participate in additional interviews.

The Oregon Secretary of State is an equal opportunity, affirmative action employer committed to a diverse work place.