



WASHINGTON COUNTY

OREGON

Elections Supervisor

Do you possess an elections background or transferrable skills from a clerical or production environment along with supervisory experience and the ability to lead large projects? Do you thrive on staying current with information, technology and trends? Then consider applying for the Elections Supervisor position with Washington County's Department of Assessment and Taxation! The Elections Supervisor communicates effectively, exercises sound decision-making and demonstrates collaboration and accountability to peers, the team and to the public.

EDUCATION AND EXPERIENCE:

A typical way to obtain the minimum required knowledge and abilities would be:

- Possession of a high school diploma or equivalent; **AND**
 - Five (5) years of elections processing, clerical, production or manufacturing line, or closely related work experience; **AND**
 - Two (2) years of experience must be in a supervisory or leadership capacity with responsibilities of reviewing the work of others, providing guidance and technical expertise to others, providing input for performance evaluations, and/or making recommendations in the hiring process.
- Education may substitute for up to four (4) years of work experience.

The application period for this position is from October 7, 2017 to October 22, 2017.

Pay range is \$5,594.73 - \$6,797.40 per month. We offer a collaborative culture in which to grow your career and a comprehensive benefits package.

For a more detailed information on these positions and to apply on-line, please visit our Jobs Page at www.washcojobs.org, or

Washington County Human Resources
155 N. First Ave., Ste. 270
Hillsboro, OR 97124

Washington County offers employees a collaborative culture, work-life balance, and a comprehensive benefits package. Working within Washington County provides daily opportunities to serve and build communities now and into the future. We are an equal opportunity employer with a commitment to a diverse and inclusive workforce. Women, minorities, veterans and people with disabilities are encouraged to apply.