

EXCITING CAREER OPPORTUNITY!

THE OREGON SECRETARY OF STATE ELECTIONS DIVISION IS RECRUITING FOR A COMPLIANCE SPECIALIST

\$3,867—\$5,655 Monthly*



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

The Secretary's Vision —

As Servant Leaders, we will apply experience, knowledge, and abilities to improve transparency, accountability, and integrity in Oregon government.

Our Mission —

The Secretary of State is committed to:

- Serving our community by building relationships and focusing on equity for all Oregonians.
- Upholding the Constitution and the laws of the state of Oregon.
- Encouraging voter participation and maximizing access while ensuring election integrity.
- Ensuring taxpayers receive maximum value for their tax dollars and protection of their privacy and personal information.
- Building Oregon's economy by making it easier to start and do business in Oregon, removing barriers, providing small business assistance, and creating an environment where new businesses can grow, prosper, and create family-wage jobs.
- Preserving and promoting accessibility to Oregon's public records for the benefit of all peoples.
- Empowering Oregonians by providing timely and accurate information about their government, connecting through outreach activities, and protecting whistle blowers.

We Value —

- We value the people of Oregon: our staff, our customers, our partners, and our stakeholders.
- We value the character of Oregon: liberty, equality, equity, loyalty, honesty, security, diversity, and sustainability.

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, Corporations, Elections, Business Services, Information Systems, and Human Resources.

For more information about the Oregon Office of Secretary of State, please visit: www.sos.state.or.us



CLASSIFICATION: Compliance Specialist 2
WORKING TITLE: Compliance Specialist
CLASS NUMBER: C5247
ANNOUNCEMENT NUMBER: REQ-7456

AN EQUAL OPPORTUNITY AND AFFIRMATIVE ACTION EMPLOYER



*Non-PERS eligible rate reflected

Salem, Oregon

Salem is Oregon's state capital, third largest city, and is situated in the heart of the spectacular Willamette Valley. The valley is one of the most fertile and agriculturally productive regions of the world and is dotted with small towns, farms, and forests. The area has quality schools, mild weather, and a low cost of living.

Salem encompasses 47 square miles with a population of 147,000. The principal industries of the region are agriculture, food processing, lumber, manufacturing, education, government, and tourism. Salem has many public and private schools and is home to four universities, a law school, and two community colleges—all within a 30-mile radius of the city.

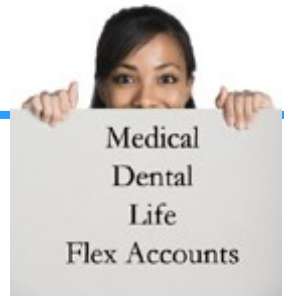
The Salem area is rich in recreational activities with many parks, rivers, lakes, and mountains to enjoy. Hiking, fishing, hunting, biking, boating, equestrian, kayaking and whitewater rafting, and organized children's sports and activities abound. Salem is also home to many artisan markets, theatres, museums, art and music festivals, and the Oregon State Fair. A short drive to the east of Salem is world-class skiing in the Cascade Mountains. To the west are many beautiful public beaches on the Pacific Ocean. An hour's drive north is Portland, Oregon's cultural hub and largest city. To the south, are the breathtaking rivers and canyons of the beautiful Rogue Valley. The south also hosts many cultural events such as the world-renowned Oregon Shakespeare Festival, held every summer in the quaint college town of Ashland.



Compensation and benefits

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

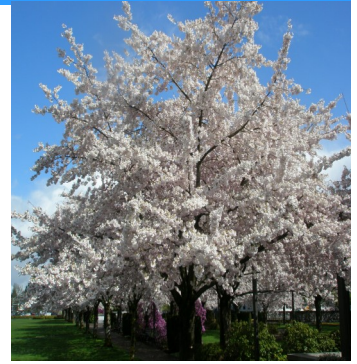
- 10 paid holidays
- 24 hours of personal business leave
- Vacation leave and sick leave earned monthly
- A generous contribution toward individual and family health and dental insurance
- Employer paid \$5,000 basic life insurance with additional coverage available including long and short-term disability, accidental death and dismemberment, and long-term care insurance
- Employee Assistance Program
- Oregon Savings Growth Plan - An optional deferred compensation program that offers a wide variety of investment opportunities
- Flexible spending accounts (FSA)



Position Description

A Compliance Specialist 2 may perform tasks associated with any of the units within the Elections Division (Campaign Finance, Elections Services, and Investigations & Violations) which is not limited to:

Process and maintain all filings for state major and minor political party candidates, minor political party formation, nominations by individual electors and by assembly of electors and recall. Ensure candidates meet qualifications for office and identify potential disqualification through communication with county elections officials. Adhere to timelines and/or deadlines to specific filings.



Receive, examine and audit for accuracy and/or completeness: Contribution and Expenditures (C&E) transactions, appointments of political treasurers, and statements of organizations and enter data into computer. Prepare notices of non-filed, late or insufficient contributions and expenditures transactions and/or other legal notices regarding non-compliance with campaign finance regulations, and compute penalties or fees.

Process all filings for state initiatives, referendums and referrals which include adhering to timelines and/or deadlines. Participate fully in signature verification for initiated measures for election ballots. Provide direction and oversight to temporary staff in completion of project.

Review complaints of alleged violations of Oregon election law. Thoroughly research complaints and determine sufficiency of information and evidence. Recommend referral of case for civil or criminal action or proposal for resolution. Present approved settlement proposals to involved parties.

Interpret laws, rules, policies, and procedures and explain to customers including the public, county and elected officials in order to ensure compliance with election laws. Respond to requests for information.

To Qualify

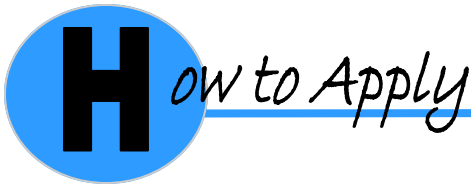
Your application must demonstrate experience in the following:

- Four years experience doing administrative research that included compiling and evaluating facts to recommend management action or decide compliance with program guidelines and regulations. Two of the four years must be above the technical support level.

Note: College-level course work may substitute for experience on the basis of 45-quarter units per year, up to a maximum of three years.

Transcripts must be included with your application if using education to qualify.

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



This recruitment will close on Monday, May 6th, 2019 at midnight Pacific Standard time.

Oregon state government is excited to announce its recruitment system transition from NEOGOV to Workday. This change took place in February 2019. For more information on how the transition will affect you, please visit the [Applicant FAQ](#).

Current state of Oregon employees must apply in Workday under the [Career worklet](#).

Non-state of Oregon employees must apply [HERE](#).

The state of Oregon has moved to an online application system, Oregon E-Recruit System. All current employment opportunities can be found on the [Oregon job opportunities](#) page for non-state of Oregon employees.

Application materials must be received by the close date and must be complete and legible. The Secretary of State's office is not responsible for materials that are late, misdirected, illegible or missing as a result of transmitting through the State of Oregon, E-Recruit system. No exceptions will be made.

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

VETERAN'S PREFERENCE: Eligible veterans who meet the qualifications will be given veterans' preference. To receive preference you MUST attach appropriate documentation when Workday prompts you to in a follow-up action. If you are a veteran or disabled veteran, please include a copy of your Certificate of Release or Discharge from Active Duty (DD Form 214 or 215) or a letter from the US Dept. of Veteran's Affairs indicating receipt of a non-service connected pension. Disabled Veteran's must also submit a copy of their Veteran's disability preference letter from the Dept. of Veteran Affairs, unless the information is included in the DD Form 214 or 215. Do not include veteran documents in your initial application.

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***

***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
and make a difference in others' lives.***