

State of Washington
Office of the Secretary of State
invites applications for the position of:



Elections Administrator Certification Program Specialist 4

SALARY: \$4,275.00 - \$5,745.00 Monthly

OPENING DATE: 02/20/19

CLOSING DATE: Continuous

DESCRIPTION:



Secretary of State

Tim Wymar

NOTE: *This job posting is being reopened. If you have already applied for this position, there is no need to reapply.

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.

Elections Administrator Certification Program Specialist 4 Permanent, Full-Time

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.

DUTIES:

Serves as the lead program specialist in the required election administrator certification program; Certifies state and local election administrators following a series of classes and tests

- Manages and maintains records of Elections Administrators
- Manages and maintains internal and external documents for elections administrators
- Creates certificates for newly certified administrators
- Evaluates exams for sufficiency of passage
- Validates certification documents
- Identifies talking points for the Secretary of State when presenting certificates
- Independently reviews initial and renewal applications to determine whether the training qualifies for credit towards certifications

- Administers certification tests
- Issues certificate to qualified participants

Participates in the elections training program and county election review program; travels extensively throughout the state to conduct reviews of county elections departments

- 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 arrangements
- Makes logistical arrangements for facilities and accommodations
- Conducts elections 101 orientation training
- Assists the voter education and outreach programs
- Visits counties to observe election practices
- Reviews written election materials prepared by the counties
- Reviews written and observed procedures for compliance with state and federal election law
- Reviews written and observed procedures for improvements based on best practices
- Makes recommendations to counties that conforms with state and federal election law and best practices
- Prepares publicly available review reports on the findings of the review

Participates in the initiative and referenda filing and clearinghouse advisories program

- Serves as backup for initiative and referendum filings
- Assists in developing a variety of advisories 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

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

- 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 in 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 working in an elections office
- Experience preparing and delivering presentations to small and large groups
- Excellent communication skills, both written and verbal
- Demonstrated ability to effectively communicate with individuals and groups regarding complex or controversial public policy issues or service

Special Requirements/Conditions of Employment

- Certification as an Elections Administrator within two years of employment
- This position is covered by a union shop provision.

SUPPLEMENTAL INFORMATION:

How to Apply

- Please 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.
- 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 religion, age, gender, marital status, color, creed, national origin, political affiliation, military status, gender identity, sexual orientation, or any sensory, mental or physical ability. All interested candidates are encouraged to apply. Persons of disability needing assistance in the application process, or those needing the announcement in alternative format, should call (360) 704-5210.

Elections Administrator Certification Program Specialist 4 Supplemental Questionnaire

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

- * 2. Do you have a family member or relative 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?
- * 4. Do you have experience tracking and maintaining a database with multiple fields and frequent updates?
 Yes No
- * 5. If you indicated that you had experience above, please describe the kind of duties below, the types of tasks, and what employer you gained this experience with that is listed in your work experience. If you do not have this type of experience, please enter "N/A" in the box below.
- * 6. How many years of experience do you have communicating information to groups?
 I do not have this type of experience, but I am willing to learn.
 I have more than 1 year of experience, but less than 2 years.
 I have more than 2 years of experience, but less than 3 years.
 I have more than 3 years of experience.
- * 7. If you indicated that you had experience above, please describe the kind of duties below, the types of tasks, and what employer you gained this experience with that is listed in your work experience. If you do not have this type of experience, please enter "N/A" in the box below.
- * 8. Do you have any experience providing materials and training to a group on a particular topic?
 Yes No
- * 9. If you indicated that you had experience above, please describe the kind of duties below, the types of tasks, and what employer you gained this experience with that is listed in your work experience. If you do not have this type of experience, please enter "N/A" in the box below.
- * 10. Do you have experience working in an elections office?
 Yes No
- * 11. If you indicated that you had experience above, please describe the kind of duties below, the types of tasks, and what employer you gained this experience with that is listed in

your work experience. If you do not have this type of experience, please enter "N/A" in the box below.

* 12. Do you have knowledge of federal and Washington State election laws?

Yes No

* 13. If you indicated that you had experience above, please describe the kind of duties below, the types of tasks, and what employer you gained this experience with that is listed in your work experience. If you do not have this type of experience, please enter "N/A" in the box below.

* 14. Do you have experience using publication software?

Yes No

* 15. If you indicated that you had experience above, please describe the kind of duties below, the types of tasks, and what employer you gained this experience with that is listed in your work experience. If you do not have this type of experience, please enter "N/A" in the box below.

* Required Question