



WASHINGTON COUNTY, OREGON  
invites applications for the position of:

# Assessment and Taxation Program Supervisor - Elections Supervisor

An Equal Opportunity Employer

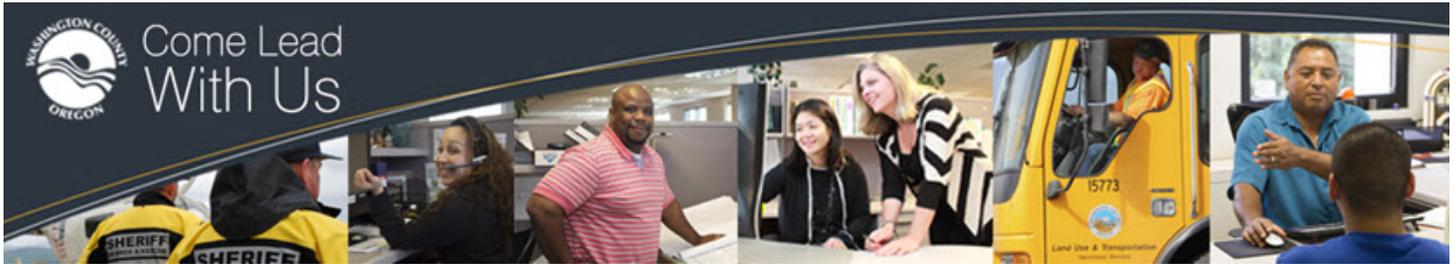
## SALARY:

Monthly  
\$5,952.68 - \$7,232.30

**OPENING DATE:** 12/07/19

**CLOSING DATE:** 12/29/19 11:59 PM

## THE POSITION:



**JOB# 2019-333**

Are you comfortable and adept at working with diverse groups? Do you enjoy planning, leading, and implementing projects? Have you considered continuing your profession in the public sector? If so, **Come Lead with Us** by joining the Washington County Assessment and Taxation Department, Elections Division, as an **Elections Supervisor**.

**About the Position:** The Elections Supervisor communicates effectively, exercises sound decision-making and demonstrates collaboration and accountability to peers, the team and to the public. The ideal candidate will possess strong elections supervisory experience with the ability to lead projects; stays current with information, technology and trends; takes personal responsibility for their individual success and the success of their department. Communicates effectively, exercises sound judgment and decision making and demonstrates respect, collaboration, and accountability. The ideal candidate will also possess the following knowledge, skills and abilities:

- Strong understanding of the principles, practices, and procedures of the election process as well as the current methods and techniques of elections; and
- Familiarity with laws, rules and regulations, policies, and procedures in the supervision and coordination of elections.

**What's in it for YOU:** As one of Oregon's Healthiest Counties five (5) years running, we care about our employees and are actively exploring ways to improve one's work/life balance by considering alternate work schedules (at the department's discretion). For instance, your total compensation package will be comprised of more than just your annual salary, it will also include a comprehensive benefits package with family and domestic partner health benefits such as medical, dental and vision coverage at up to 95% **employer-paid**. Other benefits include a deferred compensation program, flexible spending accounts, life insurance, long-term disability, paid holidays, vacation, administrative (PTO) and sick leave. Click to learn more about [Benefit Offerings and Wellness Programs at Washington County!](#)

**Interested and want to find out more?**

**Email Questions (?) Regarding This Recruitment:**

Camille Hughes, Talent Acquisition Business Partner

[Camille.Hughes@co.washington.or.us](mailto:Camille.Hughes@co.washington.or.us)

*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.*

## ESSENTIAL JOB DUTIES:

Duties may include:

1. Plans, prioritizes, assigns, supervises, and reviews the work of staff involved in Department of Assessment and Taxation programs including the areas of recording, indexing, digital imaging, passport acceptance, elections, or

- other related administrative duties assigned to the work unit.
2. Recommends and participates in the hiring of staff; provides coaching and mentoring to assigned staff and recommends and administers progressive discipline when needed; conducts or facilitates training for staff; promotes cooperative team effort among staff to achieve division mission and goals.
  3. Reviews and verifies documents for accuracy and acceptance and advises staff on how to process records and documents based on statutory codes, requirements, and rules.
  4. Provides staff training in the processes and procedures related to the recording or processing of documents and microfilm/microfiche operation, viewing, research, and printing equipment.
  5. Establishes, monitors, reviews, and improves processes and procedures related to assigned functions; compiles data, metrics, and reports as required; recommends improvements; maintains documentation for processes, forms, and workflows; and ensures confidential data is protected from accidental or unauthorized disclosure.
  6. Communicates tactfully and professionally with a variety of internal and external stakeholders; serves as point of escalation and resolution for difficult customer service situations.
  7. Uses judgment to interpret and apply applicable laws, regulations, and policies related to assigned functions.

For additional details on the essential job duties, knowledge, skills and abilities for this classification, please use this link: [Assessment and Taxation Program Supervisor \(Elections\)](#).

#### **KNOWLEDGE, SKILLS AND ABILITIES:**

##### Education and Experience:

A typical way to obtain the 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.

**If you have completed education in a foreign college or university and are using this education to meet the minimum qualifications, you must provide documentation that the foreign education is comparable to that received within the United States' accredited college or university system or your application will not be accepted.**

*Please be clear and specific in the applicable sections of the employment application about how your background is relevant. This information must also be consistent with your supplemental question responses if applicable. **Please note:** Answers to the supplemental questions are typically evaluated **separately** from your application.*

#### **Background Investigation:**

This position requires that you successfully pass an extensive background check, post job offer.

#### **Department of Motor Vehicle Records (DMV) Requirement:**

Driving a motorized vehicle is an essential function of this position. Successful applicants must possess a valid driver's license and an acceptable driving record. To review the Driver's License and Record Policy for Washington County and instructions for submitting appropriate DMV documentation, please use this link: [Driver's License & Records Policy](#).

#### **SUPPLEMENTAL INFORMATION:**

Washington County is committed to using a Merit Based System in which recruiting, selecting, and advancing employees is based on their relative knowledge, skills, and abilities.

#### **Selection Process (dates may change based on holiday schedules, project impact, or staff availability):**

1. An evaluation of training and experience of submitted application packets will be performed by Human Resources. The timeframe to review will be the week of December 30, 2019.
2. A Subject Matter Expert (SME) Panel will perform an in-depth evaluation of experience and training taken from your employment application materials to include responses to the supplemental questionnaire. This process will begin after January 6, 2020.
3. A Department of Motor Vehicles (DMV) records check will be performed on the applicants meeting minimum qualifications. Applicants that do not possess an acceptable driving record or have not submitted their records or Oregon Driver's License number may not pass this step and may be disqualified from this particular recruitment.
4. Our goal is to schedule oral panel interviews with candidates that successfully pass the DMV evaluation step, as soon as possible.

**Please note:** Candidates that are successful in the evaluation process may have their applications referred for additional vacancies in the same classification, or job family.

**Veterans' Preference:**

If you are a veteran and would like to be considered for a veterans' preference for this recruitment, please review instructions using this link: [Veterans Preference Points](#).

**Accommodation under the Americans with Disabilities Act:**

Reasonable accommodation is available to anyone whose specific disability prevents them from completing this application or participating in the selection process for this recruitment. To obtain confidential assistance please contact Human Resources 503-846-8606, or e-mail at: [hr@co.washington.or.us](mailto:hr@co.washington.or.us) at least 48 hours before any step in the recruitment and selection process for which you feel you need accommodation.

**Status of Your Application:**

You will be advised by e-mail of your status at each step in the application process, from initial application to final employment disposition. Please note that Washington County communicates with all candidates via email. If you "opt out" or "unsubscribe" of email notification from notices in NEOGOV it will impact our ability to communicate with you about job postings.

**\* Washington County is a drug-free workplace \***

APPLICATIONS MAY BE FILED ONLINE AT:  
<http://www.washcojobs.org>

Job #2019-333  
ASSESSMENT AND TAXATION PROGRAM SUPERVISOR -  
ELECTIONS SUPERVISOR  
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OUR OFFICE IS LOCATED AT:  
Washington County Public Services Building  
155 N First Avenue Ste. 270  
Hillsboro, OR 97124  
503-846-8606  
[HR@co.washington.or.us](mailto:HR@co.washington.or.us)

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### **Assessment and Taxation Program Supervisor - Elections Supervisor Supplemental Questionnaire**

- \* 1. To receive full consideration, the education and work experience sections of your application must be filled out completely. Please be sure to clearly describe enough relevant education and work experience to meet the posted "Minimum Qualifications". Resumes and cover letters may be attached, but are NOT accepted as a substitute for completely filling out your application.

After reviewing this question, do you understand that a fully completed application is required to be considered for this vacancy?

Yes  No

- \* 2. The following supplemental questions are an important step in the examination and selection process to assist us in determining if you possess the knowledge, skills and abilities to succeed in the posted vacancy. Your responses to the supplemental questions will be evaluated and scored. **Please note:** Answers to the supplemental questions are typically evaluated **separately** from your application. It is important when completing your application that you are clear and specific in the applicable sections of the employment application.

Your score for this part of the examination process will be determined by the content and quality of your responses to the supplemental questions. A lack of a complete and thorough response to each of the supplemental questions in the space provided may negatively impact your score for this part of the examination process. Responses with more than **250 words** are ideal for essay questions.

In addition, the selections you make and the responses you provide in the questionnaire must accurately reflect what is documented in your employment application since you may be asked to provide specific examples of qualifications if you are invited to participate in the interview phase of our selection process.

Have you read and do you understand the information listed above?

Yes  No

- \* 3. The minimum requirements for the **Elections Supervisor** are:

- 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.

Do you meet the minimum requirements for this position?

**Note:** One (1) year of work experience is the equivalent to 2080 hours (Ex: 40 hours/week x 52 weeks = 2080 hours).

Yes  No

- \* 4. Which of the following best describes your highest level of education?
- High school diploma, GED or equivalent
  - Some college coursework, no degree received
  - Associate degree
  - Bachelor's degree
  - Master's degree
  - None of the above
- \* 5. Please self-select the number of years of professional work experience you have in elections processing, clerical, production or manufacturing line, or a closely related field.
- Less than 1 year of experience
  - 1 year but less than 2 years of experience
  - 2 years but less than 3 years of experience
  - 3 years but less than 4 years of experience
  - 4 years but less than 5 years of experience
  - More than 5 years of experience
- \* 6. Please select your number of years in a supervisory or lead role.
- Less than 1 year
  - At least 1 year but less than 2 years
  - More than 2 years
  - No experience as a supervisor or lead.
- \* 7. Of the following supervisory/lead duties, please self select the general tasks you have been responsible for performing.
- Select all that apply.
- Provide day-to-day guidance and oversight (e.g., work assignments, consultation).
  - Recommend and participate in the recruitment and hiring of staff; provide input for performance evaluations (e.g., recruitment, selection, performance appraisal).
  - Review work to ensure that performance standards are met; provide coaching and mentoring (e.g., oversight, training)
  - Promote a cooperative team atmosphere (e.g., teamwork, collaboration)
  - None of the above
- \* 8. If you could improve the voter experience, what processes and/or procedures might you consider and please describe how you might influence those changes.
- \* 9. Please describe your experience interpreting laws and regulations and applying them to the operations of a work unit.
- \* 10. Please describe your experience leading a major election-related or other similar project or operation. In your response, describe the project or operation, and your role, the planning process, how you determined and incorporated staff/stakeholder participation, how you anticipated and/or minimized challenges, and identify the measurable outcomes.
- \* 11. Driving a motorized vehicle is an essential function for this position. Successful applicants

must possess a valid driver's license and an acceptable driving record.

Washington County will conduct a Department of Motor Vehicle (DMV) records check on applicants that become eligible for the interviewing phase of the selection process. If you did not document your Driver's License number on your application, please ENTER it in the space provided below.

If you reside outside the State of Oregon or have resided outside of Oregon in the last three (3) year period, please submit the issuing State and the Driver's License number for every state you have held a license in within the last three (3) year period. Our third party background check company will need this information to run the DMV records check.

Applicants that do not provide appropriate DMV information or documentation will be disqualified from this particular recruitment.

Please document an Oregon Driver's License below. Or, confirm by entering "I have read this statement and will immediately supply my out of state driving information upon request."

12. **U.S. Armed Forces Veterans:** If you served in the U.S. Armed Forces, and are requesting to use veterans preference points, please describe in detail your training and transferable skills from your military service as they apply to the requirements of this position.

Enter N/A if you do not have military service.

\* Required Question