WASHINGTON COUNTY, OREGON invites applications for the position of:

Elections Supervisor

An Equal Opportunity Employer

SALARY:

<table>
<thead>
<tr>
<th>Monthly</th>
<th>Annually</th>
</tr>
</thead>
<tbody>
<tr>
<td>$6,217.39 - $7,553.91</td>
<td>$74,608.68 - $90,646.92</td>
</tr>
</tbody>
</table>

OPENING DATE: 06/25/22
CLOSING DATE: 07/17/22 11:59 PM

THE POSITION:

This position has a new salary range from $6,497.17 to $7,893.84 per month approved by the Board. This new salary range will be effective July 9, 2022.

We invite you to be part of the fundamental process of a democracy and serve approximately 400,000 voters in Washington County as an Elections Supervisor. The Elections Supervisor is responsible for running four (4) annual elections: two countywide elections, one half-county election, and one quarter-county election. In this position, you will be responsible for tracking local, state, and federal candidates and positions, as well as money measures, and the many facets of the elections process including candidate filings, creation of ballots and voter pamphlets, the counting of the ballots, and the reporting of final voter results for Washington County.

You will also supervise, lead, and train a team of nine (9), as well as temporary employees hired during election seasons, on election duties. Additionally, you will coordinate day-to-day activities and help plan and schedule all functions necessary in an election (i.e., mandatory timelines for various mailings, registration cutoffs, public notices, and all elements related to statutory dates). Most importantly, you will have the opportunity to communicate effectively, exercise sound decision-making and demonstrate collaboration and accountability to peers, the team and the public. For a complete list of essential job duties, click here.

The Elections Office is highly driven by the many hands that help in the election process, the sophisticated elections equipment, the production elements of a successful election event, and the dedicated knowledge of supervision and understanding of Oregon Election laws and rules. If you

Apply online at https://www.governmentjobs.com/careers/cowashingtonor/jobs/3605616/elections-supervisor
enjoy working in a highly visible office and in a fast-paced, production-oriented environment, then we invite you to apply for the **Elections Supervisor** position!

**About the Department**
In Assessment and Taxation (A&T), we are extremely interested in reflecting the many cultures that exist within the county, which we know will only strengthen and bring improvements to the work we do in our department. A&T leadership wholeheartedly encourages and supports the success of all our employees through training, mentoring, and coaching. Together, we continue to build an inclusive culture that encourages, supports, and celebrates the diverse voices of our employees. With the help of every employee, our customers, our partners, and our community – we can achieve our mission of equity for all!

**About You**
- **Knowledgeable & Experience:** You understand the principles, practices, and procedures of the election process as well as the current methods and techniques of elections. You have experiencing applying the laws, rules and regulations, policies, and procedures in the supervision and coordination of elections.
- **Tech Savvy:** You are savvy with production equipment and technology, and stay current with information, technology, and trends.
- **Leader:** You are a natural-born leader with strong supervisory experience. You enjoy working with people of diverse backgrounds. You excel at being a project lead and you take personal responsibility for your individual success and the success of your team.

**Minimum Qualifications (MQs)**
- 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.

**Additional Requirements**
- Must possess a valid driver's license and have an acceptable driving record per Washington County policy.
- Must pass a post-offer criminal background check.

**NEXT STEPS**
1. **Apply today!** Instead of submitting a resume, we ask that you complete and submit an online application, which will be used to screen for minimum qualifications (MQs) and to determine starting pay in accordance with the provision of the Oregon Equal Pay Law.
2. **MQ Review:** Your friendly neighborhood Talent Acquisition Business Partner (recruiter) will screen applications for MQs beginning the week after the posting closes.
3. **Subject Matter Expert Review:** Your responses to supplemental questions 8 - 10 will be evaluated and scored by a panel of subject matter experts. Your total score for this examination will affect your placement on the eligible list (a list of candidates eligible for interviews).
4. **Panel Interview(s):** The top 6 – 8 candidates will be invited to participate in a panel.
5. **Reference Checks:** The hiring manager will conduct reference checks.
6. **Salary Analysis & Conditional Offer:** Human Resources will conduct a salary analysis for the successful candidate(s) and extend a conditional offer of appointment.
7. **Post-Offer Checks:** Human Resources will conduct a driving records check and criminal background check.
8. **Start Date:** A start date will be determined after all conditions of employment have been met.
We are committed to using a merit-based system in which recruiting, selecting, and advancing employees is based on their relative knowledge, skills, and abilities. Washington County values a culture of equity, diverse perspectives, and life experiences. Our organization embraces innovation, collaboration and work-life harmony. We offer job stability, a comprehensive benefits package, and an opportunity to serve and support our diverse community. We are an equal opportunity employer with a commitment to diversity and an inclusive workforce. Women, minorities, veterans, and people with disabilities are encouraged to apply.

- **Veterans' Preference:** If you are a veteran and would like to request veterans' preference points for this recruitment, please review instructions using this link: Veterans' Preference Points (Download PDF reader).
- **Accommodation under the Americans with Disabilities Act:** A 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 at 503-846-8606 or hr@co.washington.or.us at least 48 hours before the step(s) of the selection process for which you feel you need an accommodation.

**Additional Resources**
- Questions about this recruitment? Contact Jasmine Cardenas, Talent Acquisition Business Partner at jasmine_cardenas@co.washington.or.us.

**ESSENTIAL JOB DUTIES:**

**MINIMUM QUALIFICATIONS:**

**SUPPLEMENTAL INFORMATION:**

Learn more about this exciting opportunity!
All interested individuals are invited to participate in an (optional) informational Q & A session. During this informational session, you will:
- Meet our Washington County Elections team
- Hear about a day in the life of the Elections Supervisor
• Learn about the application process

WHEN: Wednesday, July 13, 2022 at 4:30

WHERE: Register for this Q&A session by emailing Veronica Garcia at Veronica_Garcia@co.washington.or.us and have a Zoom link sent to you.

APPLICATIONS MAY BE FILED ONLINE AT:
https://www.governmentjobs.com/careers/cowashingtonor

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

Job #21/22-166-A&T
ELECTIONS SUPERVISOR
JC

Elections Supervisor Supplemental Questionnaire

* 1. **Education:** Which of the following best describes your highest level of related education?
   - Master's degree or higher
   - Bachelor’s degree
   - Associate’s degree
   - Some college-level courses
   - High school diploma or equivalent, such as a GED
   - None of the above

* 2. **Education:** In the space provided below, describe the focus of your college education and/or degree(s).
   
   *If you do not have a college education and/or degree, enter N/A.*

* 3. **Experience:** Select your years of elections processing, clerical, production or manufacturing line, or closely-related work experience.
   - 10 or more years of experience
   - 9 years but less than 10 years of experience
   - 8 years but less than 9 years of experience
   - 7 years but less than 8 years of experience
   - 6 years but less than 7 years of experience
   - 5 years but less than 6 years of experience
   - 4 years but less than 5 years of experience
   - 3 years but less than 4 years of experience
   - 2 years but less than 3 years of experience
   - 1 year but less than 2 years of experience
   - Less than 1 year of experience
   - No experience

* 4. **Experience:** Select your years of experience in a supervisory or leadership capacity.
   - 10 or more years of experience
   - 9 years but less than 10 years of experience
   - 8 years but less than 9 years of experience
   - 7 years but less than 8 years of experience
   - 6 years but less than 7 years of experience
   - 5 years but less than 6 years of experience
   - 4 years but less than 5 years of experience
   - 3 years but less than 4 years of experience
   - 2 years but less than 3 years of experience
- Less than 2 years of experience
- No experience

* 5. Of the following supervisory/lead duties, select the ones you have experience performing. Check all that apply. **Reminder: In order to receive credit, this information should be reflected in the duties listed in the Work Experience section of your application.**

- Making recommendations in the hiring process
- Reviewing the work of others
- Providing guidance and technical expertise to others
- Providing input for performance evaluations
- None of the above

* 6. **Driving Record Check**

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 driving record check on applicants at the interview phase or prior to employment (timeline based on classification).

**To assist in this process, please check all applicable statements for the last three (3) year period.**

- I currently hold or have held a valid Oregon driver's license.
- I currently hold or have held a valid out-of-state driver's license.
- I currently have or have held a valid out-of-country driver's license.
- I do not currently hold or have never held a valid driver's license.

* 7. **SUBJECT MATTER EXPERT REVIEW:** The following supplemental questionnaire will be used to assist us in determining if you possess the knowledge, skills, and abilities to succeed in this position. Your responses to the questions will be evaluated and scored by a panel of subject matter experts. Your total score for this examination will affect your placement on the eligible list (a list of candidates eligible for interviews). The higher the score, which includes any applicable veterans' preference points, the higher the ranking on the eligible list. Generally, 6 – 8 candidates are referred for each vacancy starting with the top ranked candidates.

**Instructions & Helpful Tips**

- Answer each question carefully and accurately in the space provided. Your responses should reflect what is documented in the education and work experience sections of your employment application.
- Make sure your responses are clear, concise, and complete.
- If a question consists of multiple parts, answer each part separately.
- Provide examples! Examples should be relevant to this position and question, and can be from your formal education, work experience (paid, internship, volunteer), and/or training, unless otherwise indicated in the question.
- When describing a process or procedure, make sure to clearly describe your duties and responsibilities.
- Minimize the use of jargon, abbreviations, and acronyms.
- Each question is scored separately, so do not combine answers or refer to your answer from a different question.
- Before submitting your application, use a word processor, such as Microsoft Word or Google docs, to check for grammar and spelling.

By selecting yes below, you are indicating that you have read and understood the information provided, and agree to the above instructions.

If you have any questions, please contact the assigned Talent Acquisition Business Partner or email HR@co.washington.or.us.

- Yes

* 8. If you could improve the voter experience, what processes and/or procedures might you consider. In your response, include how you might influence or implement those changes.
9. Describe your experience interpreting laws and regulations and applying them to the operations of a work unit.

10. Describe your experience leading a major election-related or other similar project or operation. Include the following in your response:

   A. Project or operation,
   B. Your role,
   C. The planning process,
   D. How you determined and incorporated staff/stakeholder participation
   E. How you anticipated and/or minimized challenges, and
   F. Any measurable outcomes.

* Required Question