



THE OREGON SECRETARY OF STATE EXECUTIVE OFFICE IS  
RECRUITING FOR AN

## ADMINISTRATIVE SPECIALIST 2



**\$3,268 - \$4,934**  
Month/Non-PERS\*



**\$3,463 - \$5,231**  
Month/PERS

### ABOUT THE AGENCY

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.

### OUR MISSION

Create broad and accessible pathways for Oregonians to interact with their state government.

### OUR VISION

We envision an Oregon without barriers where everyone has equitable access to our democracy, available tools to achieve economic success, our state resources are efficiently utilized and accountable to the public, and where we honestly acknowledge our state's history.

We lead with our values and believe every voice should be heard.

**CLASSIFICATION:** Administrative Specialist 2

**WORKING TITLE:** Administrative Specialist 2

**CLASS NUMBER:** C0108

**ANNOUNCEMENT NUMBER:** REQ - 80139

*AN EQUAL OPPORTUNITY AND AFFIRMATIVE ACTION EMPLOYER*

*\*The salary listed is the non-PERS qualifying salary range. If the successful candidate is PERS qualifying, the salary range will reflect an additional 6%.*

## OUR VALUES

### Access For All

We seek to identify and actively eliminate barriers.

### Authenticity

We are honest and true with ourselves and others.

### Clarity

We share stories, using plain language to increase understanding and impact.

### Respect

We strive to understand all viewpoints.

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: [State of Oregon: Oregon Secretary of State - Home](#)*

## THE WILLAMETTE VALLEY

The Willamette Valley and surrounding 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 of Salem 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.

**Explore what the Willamette Valley has to offer:**



[THE WILLAMETTE VALLEY](#)



[SALEM](#)



[WILSONVILLE](#)



[PORTLAND](#)

## COMPENSATION AND BENEFITS

### WHAT'S IN IT FOR YOU

We offer full medical, vision, and dental benefits with paid sick leave, vacation (starting at up to 96 hours per year), personal leave (up to 24 per year), and 10 paid holidays per year plus pension and retirement plans. Secretary of State employees also enjoy:

- Nationwide Pet Insurance
- Participation in Public Service Loan Forgiveness
- Work/life balance options such as flexible and alternative schedules and telework opportunities

- An agency unique employee recognition program allowing for additional leave options such as vacation buy-out and sick leave roll-over

See our current job listings and internship opportunities, compensation, and benefits here:

[Careers with the Secretary of State](#)

## POSITION DESCRIPTION

In this role, you will support the Elections Program Administrator with the creation of multilingual elections materials, as directed in House Bill 3021, at the state and local level. This will be accomplished in part by, but not limited to:

- Working collaboratively with state and county partners to ensure requirements of new election laws relating to increased language access to voters' pamphlets are being met.
- Assisting with ensuring identified languages are represented and correct content is displayed on state and county websites.
- Providing administrative support in the procurement and coordination of services, and goods, as it pertains to voters' pamphlet coordination.
- Responding to public questions provide public information and acting as internal point of contact for voters' pamphlet publication and translation requirements.
- Assisting in formation and support of the Translation Advisory Council, assist in council members onboarding and the development of Council policy and procedures.
- Coordinating meeting logistics, preparing Council meetings materials, drafting and distributing agenda, taking meeting minutes and distributing to council members.
- Collaborating with Elections management and Communications team to create and implement a communication plan for multilingual elections materials to a wide variety of partners and stakeholders.
- Advising division management of impact of proposed changes to agency programs, policies and operations and assist with communication plan for changes.
- Ensuring healthy and ongoing communication with county clerks and other stakeholders.
- Providing feedback and assist with research, writing and editing of internal and external messages including newsletters, program materials, and information related to division.
- Working with lead workers, provide administrative support to Elections Division as needed for implementation of new requirements.
- Coordinating with management to respond to legislative inquiries as needed.

## TO QUALIFY

Studies have shown that women and people of color are less likely to apply for jobs unless they meet every one of the qualifications listed. We are most interested in finding the best candidate for the

job, and that candidate may be one who comes from a less traditional background. We would encourage you to apply, even if you don't meet every one of our qualifications listed.

Your application must demonstrate education and/or experience in the following:

**Two years** of experience as an administrative specialist or executive support specialist which included administrative support for a project, program, or operation. Administrative support includes those duties beyond clerical/secretarial such as: interpretation of laws, rules, and regulations; administrative data collection and analysis; and evaluation of projects, processes, and operations;

**OR**  
an equivalent combination of training and experience.

One year of postsecondary education may be substituted for up to one year of the experience.\*

*\*All applicants must submit a copy of all transcripts with their application to receive credit for college degrees or coursework. Credits must be from an accredited college or university. Transcripts must include name, coursework and indicate that a degree was obtained. Online transcripts are acceptable.*

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As the most competitive candidate, your application will demonstrate the following requested skills and experience:

- You can effectively communicate with internal and external customers, some being irate.
- You have demonstrated the ability to function independently and in a team environment.
- You possess strong multitasking skills; you are comfortable prioritizing multiple tasks with frequent interruptions.
- You possess strong planning, organizational, and time management skills.

## HOW TO APPLY

This recruitment will close on Wednesday, December 22<sup>nd</sup> at midnight.

Current state of Oregon employees  
must apply in Workday under the  
Career worklet here:

[APPLY HERE](#)

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Non-state of Oregon employees  
must apply here:

[APPLY HERE](#)

## ADDITIONAL INFORMATION

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, Workday 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 workplace.*

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.