State of Washington
Office of the Secretary of State
invites applications for the position of:
CERTIFICATION AND TRAINING LEAD

SALARY: $4,627.00 - $6,217.00 Monthly
         $55,524.00 - $74,604.00 Annually

OPENING DATE: 03/24/22

CLOSING DATE: Continuous

DESCRIPTION:

The Office of Secretary of State (OSOS) offers some of the most unique and diverse job opportunities in state government. Its critical responsibilities include: ensuring a fair and accurate elections process; connecting Washingtonians through the power of libraries; protecting our important government records; and registering corporations and charities. The Secretary of State also administers vital community programs that inspire giving, document our history, and assist crime survivors in avoiding further abuse. This independent office under the state Constitution operates from facilities in the Olympia area and statewide.

The OSOS is looking for top-performing employees who embody its core values of integrity, service excellence, visionary leadership, collaboration and teamwork. It is committed to both employee growth and work-life balance. The benefits of working in state government also include potential eligibility for the federal Public Service Loan Forgiveness program.

The Elections Division plays a critical role in ensuring Washington’s democratic process is fair, accurate, accessible, and secure. Elections staff provide valuable services to voters, as well as statutorily required training and certifications to election administrators in all 39 counties. The division develops elections policy, administers our statewide voter registration database and VoteWA system, manages statewide elections, and verifies and accepts petitions for initiatives and referenda.

Program Specialist 4
Full-time, Permanent

The certification and training program oversees, directs, and advises County Auditors in interpretations of federal and state election law and the correct administration of voter registration.

3/29/2022
and elections throughout the state. The certification and training program reviews county practices for adherence to election law and best practices, provides essential tools for election administrators through official communications and training, and acts as liaisons for the Office of the Secretary of State.

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.

**Please note: Interviews for this position will be conducted on an ongoing basis. First review of applicants will begin on March 31, 2022. It is in the candidates best interest to apply as soon as possible. The hiring manager reserves the right to fill the position at any time.**

**DUTIES:**

**PRIMARY RESPONSIBILITIES**

**Lead program specialist in the Elections Certification and Training Program**

- Identifies and meets the training needs of county auditors and election departments
- Develops an annual training schedules of in-person and remote opportunities
- Conducts analysis of legislative changes
- Plans and develops curriculum
- Designs and maintains comprehensive educational materials
- Researches and identifies eLearning technologies to complement current training materials
- Facilitates project management for training opportunities across the state
- Develops and publishes 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 to ensure that elections are conducted according to state law
- Arranges for guest speakers
- Conducts elections 101 orientation training
- Coordinates and conducts elections training of Secretary of State and county elections staff
- Provides templates, forms, and educational materials to county election administrators
- Assists with logistical arrangements for facilities and accommodations
- Makes presentations at training opportunities for Secretary of State staff, county election administrators, political party observers, and county canvassing board
- Assist in planning the annual Election Conference – developing an agenda, selection of speakers, vendor coordination, and logistical arrangements
- Evaluates implementation of state and federal election law at the local level
- Advises and instructs county election administrations on state and federal law

**Participates in the elections administration certification program and the county election review program; certifies state and local election administrators following a series of classes and tests and travels extensively throughout the state to conduct reviews of the county elections departments**

- Independently reviews initial and renewal applications to determine whether the training qualifies for credit towards certifications
- Administers certification tests

• Issues certificate to qualified participants
• 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

Provides support to Washington State counties on election processes, VoteWA, and logic and accuracy test program

• Researches and accurately responds to county questions
• 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

Miscellaneous

• Staffs the Election Administration and Certification Board, comprised of county auditors, the Secretary of State, and state legislators
• 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 in elections administration 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

SUPPLEMENTAL INFORMATION:

WORKING CONDITIONS

• Works primarily in an office environment, but does require traveling in a vehicle for extended periods of time
• Must be willing and able to sit for 4 or more hours a day
• Must be willing and able to move and maneuver objects weighing up to 30 pounds with or without reasonable accommodation

SPECIAL REQUIREMENTS/CONDITIONS OF EMPLOYMENT

• This position is covered by a union, Washington Federation of State Employees (WFSE)
• Certification as an Elections Administrator within two years of employment
• This position is deemed essential to the critical infrastructure to support the business needs within the Elections division
• **Per Governor Inslee’s Proclamation 21-14** ([Download PDF reader](https://agency.govemmentjobs.com/washington/job_bulletin.cfm?JobID=3482816) **(Download PDF reader)**, employees at the Office of the Secretary of State must be fully vaccinated by February 25, 2022. Your vaccine status will be verified by Human Resources prior to your first day of employment. Please contact Gretchen Barocio at hr@sos.wa.gov, if you need information on medical or religious accommodation

HOW TO APPLY

To be considered for this position you must attach the following: **current resume and letter of interest** describing how your experience and qualifications relate to the duties and qualifications of the position and three professional references.

You must complete the supplemental questions at the end of this application. Incomplete responses such as "see resume" will not be considered. In addition, if the employer you identify in the additional information section is not included on your resume or work experience profile and/or you do not identify an employer, you will not receive credit.

All veterans must include a copy of your DD214 to receive preference in the hiring process. You must black out 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.

CERTIFICATION AND TRAINING LEAD 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. How many years of experience do you have 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, interacting with members of the public, composing correspondence, scheduling appointments and meetings, or coordinating events?
   - 4+ years of experience
   - 2-3 years of experience
   - 1-2 years of experience
   - Less than 1 year of experience

* 5. Please describe your experience in reference to question #4 including where and when you gained the experience and the tasks and skills you obtained to gain this experience. If you do not have this experience, please write "N/A" in the box below.

* 6. How many years of demonstrated experience do you have in a team environment working towards accomplishing your own goals and those of the team, in roles both as a team member and a leader?
   - 3+ years of experience
   - 2-3 years of experience
   - 1-2 years of experience
   - Less than 1 year of experience

* 7. Please describe your experience in reference to question #6 including where and when you gained the experience and the tasks and skills you obtained to gain experience. If you do not have this experience, please write "N/A" in the box below.

* 8.
How many years of experience do you have in an elections environment or elections-related field?

☐ 2+ years of experience
☐ 1-2 years of experience
☐ Less than 1 year of experience

9. Please describe your experience in reference to question #8 including where and when you gained the experience and the tasks and skills you obtained to gain experience. If you do not have this experience, please write "N/A" in the box below.

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

☐ Yes  ☐ No

* 11. This position has a requirement to be physically in the office, which is located in Olympia, WA. Are you able to do this? Please answer YES or NO.

☐ Yes  ☐ No

* 12. PLEASE READ THE BELOW AND TYPE YOUR INITIALS IN RESPONSE TO ACKNOWLEDGE THAT YOU HAVE READ AND UNDERSTAND THESE STATEMENTS. • I will NOT attach or place my vaccination status within the application, resume, or cover letter. If I do, I understand that it will be rejected and I will be provided an opportunity to apply again without including my confidential health information. • I understand that my vaccination status is not needed until I am offered employment for the job for which I am applying. After a job offer is made, the Human Resources Office will contact me to review my vaccination status. Individuals unable to receive the COVID-19 vaccination due to medical condition(s) and/or sincerely held religious beliefs will have an opportunity to request an exemption and engage with Human Resources to explore what if any reasonable accommodations are available for the job you may be offered. • I will not share my vaccination status with hiring managers or interview panels

* Required Question