

**State of Washington****Office of the Secretary of State**

invites applications for the position of:

**Certification & Training - Program Specialist 4 (PS4)****careers.wa.gov**  
Working for Washington State**SALARY:** \$4,036.00 - \$5,290.00 Monthly**OPENING DATE:** 01/14/16**CLOSING DATE:** 01/27/16 11:59 PM**DESCRIPTION:**

# Secretary of State

*Kim Wyman*

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](http://www.sos.wa.gov).

This position has been re-posted to expand the candidate pool. If you have already applied for this Certification & Training position you do not need to reapply.

**DUTIES:****Certification and training specialist for the Candidate Filing Program**

Tasks include:

- Maintains the names of incumbents and the terms of all legislative, superior court, court of appeals, supreme court, federal, and statewide offices
- Maintains the list of current filing fees, which change as the salaries for the positions change
- Acts as a liaison with candidates and political parties in the process for filing for the office, including the receipt of declarations of candidacy, minor party and independent candidate nominating petitions, and filing fee petitions
- Establishes the proper order of candidates on the ballots in the 39 counties
- Reviews and verifies county documentation for election results, combines results from counties and determines final results, prepares certification documentation, and arranges for signing by the Secretary of State and Governor

**Participates in the County Election Review Program - Traveling extensively throughout the state conducting reviews in county election departments**

Tasks include:

- Visits counties to observe the election practices
- Reviews all written election materials prepared by counties
- Reviews all written and observed procedure for compliance with state and federal election law
- Reviews all written and observed procedures for improvements based on best practices
- Makes recommendations to the county to conform to state and federal election law and conform

to best practices

- Prepares a publically available review report on the findings of the review

### **Participates in the Elections Training Program, Clearinghouses, and Advisories Program**

Tasks include:

- Develops curriculum
- Assists with logistical arrangements for facilities and accommodations
- Arranges for guest speakers
- Conducts presentations and training for the Office, county election administrators, political party observers, and county canvassing boards
- Develops and publishes a variety of communications for use by County Auditors, county election administrators, the Public Disclosure Commission, candidates, political party representatives, the press, and the public
- May assist in planning the annual Elections Conference--developing an agenda, selecting speakers, vendor coordination, and logistical arrangements

### **Research and analysis**

Tasks include:

- Researches elections, voting, and voter registration related issues this may be conducted in partnership with other division programs
- Prepares reports, presentations, publications, or other materials to aid in decision making, strategic planning, measure or improve program performance, determine program needs, or aid in implementing new program initiatives
- Researches and answers county questions which may require interpretation of state law and rule
- Assists with the development of WAC and RCWs

### **Miscellaneous**

Tasks include:

- Assists with all aspects of the online services in WEI, including data maintenance and testing including recommendations for areas that need improvement
- Trains the county auditors on the process for uploading data to the WEI
- Produces appropriate reports
- Acts as back-up to other Elections Division programs
- Other duties as assigned

### **QUALIFICATIONS:**

#### **Required Qualifications:**

- Bachelor's degree in political science, business administration, public relations, communications, education, or a related field
- Three 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, interacting with members of the public, composing correspondence, scheduling appointments and meetings, or coordinating events
- 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:**

- Certified Election Administrator in Washington State
- Two years of experience working in an elections office

- Knowledge of federal and Washington State election law
- Experience preparing and delivering presentations to small and large groups
- Online training module instruction and design
- Three years customer service experience
- Excellent communication skills, both written and verbal
- Experience serving as a liaison between different organizations including establishing relationships, leading different groups in making decisions, continuous maintenance of good relationships, and working with groups to implement changes or new programs
- Demonstrated ability to effectively communicate with individuals and groups regarding complex or controversial public policy issues or service

**SUPPLEMENTAL INFORMATION:****HOW TO APPLY**

Please attach a letter of interest describing how your experience and qualifications relate to the position description and the required and preferred/desired qualifications.

*The Office of the Secretary of State is an equal opportunity employer (EOE). We do not discriminate on the basis of race, color, national origin, creed, sex, sexual orientation, disability, familial status, marital status, and age. All interested candidates are encouraged to apply. Persons of disability needing assistance in the application process, or those needing this announcement in alternative format, should call (360) 704-5209.*

**Certification & Training - Program Specialist 4 (PS4) Supplemental Questionnaire**

- \* 1. Where did you hear about this job opening?
- \* 2. Do you have a family member or relative currently 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?

\* Required Question