

**State of Washington  
Office of the Secretary of State  
invites applications for the position of:  
Program Specialist 4**

**careers.wa.gov**  
Working for Washington State

**SALARY:** \$4,036.00 - \$5,290.00 Monthly

**OPENING DATE:** 01/21/16

**CLOSING DATE:** 02/03/16 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).

**DUTIES:**

This position reports to the voter education & outreach manager and is responsible for the K-12 and college civics programs. This position also coordinates the publication of voter pamphlets, legal ads and supports elections online tools and services.

**Coordinates civic education and outreach programs**

- Coordinates K-12 and college education and outreach including, but not limited to: mock elections, art contests, curriculum, school and college visits, teacher training workshops, and corresponding election webpages
- Plans, promotes, and coordinates events with other state agencies, media, K-12 and college networks, and other educational, civic, and business entities
- Coordinates printing and distribution of related material
- Coordinates maintenance and improvements to civics and election curriculum
- Maintains relationships with key higher education and general civics outreach contacts
- Works with the other staff to facilitate civics outreach events for the Secretary

**Coordinates voters' pamphlets and legal advertisements**

- Coordinates all aspects of the voters' pamphlet process, including continuous improvement efforts, design, composition, proofing, press checks, translations and accessible formats, working with the composition coordinator and printers, and various other tasks and duties necessary to publish and distribute the state and combined local voters' pamphlets
- Coordinates with counties to ensure appropriate voters' pamphlet delivery dates, deadlines, formats and content while providing training, technical assistance, and troubleshooting for county staff unfamiliar with professional design software
- Provides technical assistance and computer troubleshooting to candidates uploading statements, biographies and print-quality digital photos through the online submission tool
- Verifies candidates' compliance in Washington Election Information (WEI) admin with statutory and quality standards dictating statement length limits, and photograph size and pixel resolution

to ensure information is ready for use in the printed voters' pamphlet; works with ballot measure committees, and staff from the legislature, Attorney General's Office, and Office of Financial Management to gather all legally required content for the voters' pamphlet

- Ensures that ideas and information in division publications are conveyed in writing and layout using language and design that is appropriate to the audience, the complexity of the topic and the knowledge and understanding of the reader
- Works with the program's language and accessibility lead to coordinate publication translations and accessible formats
- Works with others in the division and stakeholders to gather accurate publication content
- Drafts print requisitions and specifications, packages artwork for the printer, and works with the printer throughout the publication process; works with vendors to ensure quality and timeliness by delivering content and artwork via online FTP sites unique to each vendor
- Coordinates publication of legal ads for ballot measures in legal newspapers throughout the state and tracks invoices

### **Online election tools and services**

- Contributes to continuous improvements to web services and online tools for election administrators and the public by helping conceptualize better usability and testing user scenarios to locate potential errors in web tools vital to the Elections Division such as MyVote, Washington Election Information System (WEI) admin, the online voters' guide, candidate filing, and candidate statement submission
- Assists with regression testing of web services and online tools to ensure that bug fixes or enhancements to the systems do not have adverse effects elsewhere in the systems

### **Miscellaneous**

- Assists the voter education and outreach program with other projects as needed
- Acts as back-up to other Elections Division programs

### **QUALIFICATIONS:** **REQUIRED QUALIFICATIONS**

- Bachelor's degree in political science, public administration, public relations, communications, education, or a related field
- Three years of experience with any combination of the following:
  - Communicating information to small or large groups for the purposes of having others learn, understand, and apply specific principles, techniques, or information;
  - Conveying ideas and information in writing using language that is appropriate to both the complexity of the topic and the knowledge and understanding of the reader;
  - Coordinating and leading small groups, creating a cooperative and productive environment in which to resolve problems or develop and implement plans;
  - Working with and within diverse groups with competing interests; or
  - Interpreting policies and instructing others on application of policies
- Two years of experience as editor, speechwriter, and/or proofreader with a high level of attention to detail
- Ability to efficiently use a personal computer and applicable software to perform the essential functions of the position
- Current Washington State Driver's License or have requested and obtained an appropriate accommodation

### **PREFERRED/DESIRED QUALIFICATIONS**

- Demonstrated experience 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
- Experience working in a fast paced, highly visible, changing environment with proven results in decision making
- Experience organizing multiple assignments to produce work products that are accurate and thorough

- Experience with research, data collection and analysis
- Experience conducting educational programming for K-12 education, higher education, or other training settings
- Knowledge of K-12 and higher education laws and organizational structures
- Knowledge of federal and state election law
- Experience working with desktop publishing products like Adobe Acrobat, Illustrator, PhotoShop, and InDesign

### **SPECIAL REQUIREMENTS/CONDITIONS of EMPLOYMENT**

- Certification as an Elections Administrator within two years of employment
- Completion of Secretary of State contracts training within two years of employment
- This position is covered by a union shop provision. As a condition of employment, the incumbent will be required to become a member of the Washington Federation of State Employees (WFSE).

### **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.
- All veterans must include a copy of your DD214 to receive preference in the hiring process. You must redact 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 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)704-5212.*

### **Program Specialist 4 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?
  
- \* 4. How many years of experience do you have communicating information to small or large groups?  
☐ I do not have this type of experience, but I am willing to learn.  
☐ I have more than 1 year of experience, but less than 2 years.  
☐ I have more than 2 years of experience, but less than 3 years.  
☐ I have more than 3 years of experience.
  
- \* 5. If you indicated that you had experience above, please describe the kind of duties below, the types of tasks, and what employer you gained this experience with that is listed in your work experience. If you do not have this type of experience, please enter "N/A" in the box below.

- \* 6. How many years of experience do you have conveying complex information in writing to a diverse work group?
- ☐ I do not have this type of experience, but I am willing to learn.
- ☐ I have more than 1 year of experience, but less than 2 years.
- ☐ I have more than 2 years of experience, but less than 3 years.
- ☐ I have more than 3 years of experience.
- \* 7. If you indicated that you had experience above, please describe the kind of duties below, the types of tasks, and what employer you gained this experience with that is listed in your work experience. If you do not have this type of experience, please enter "N/A" in the box below.
- \* 8. How many years of experience do you have interpreting policies and instructing others on the application of the policies?
- ☐ I do not have this type of experience, but I am willing to learn.
- ☐ I have more than 1 year of experience, but less than 2 years.
- ☐ I have more than 2 years of experience, but less than 3 years.
- ☐ I have more than 3 years of experience.
- \* 9. If you indicated that you had experience above, please describe the kind of duties below, the types of tasks, and what employer you gained this experience with that is listed in your work experience. If you do not have this type of experience, please enter "N/A" in the box below.
- \* 10. How many years of experience do you have as an editor, speechwriter and/or proofreader?
- ☐ I do not have this type of experience, but I am willing to learn.
- ☐ I have more than 1 year of experience, but less than 2 years.
- ☐ I have more than 2 years of experience.
- \* 11. If you indicated that you had experience above, please describe the kind of duties below, the types of tasks, and what employer you gained this experience with that is listed in your work experience. If you do not have this type of experience, please enter "N/A" in the box below.
- \* 12. Do you have experience conducting educational programming for K-12, higher education, or other training settings?
- ☐ Yes   ☐ No
- \* 13. If you indicated that you had experience above, please describe the kind of duties below, the types of tasks, and what employer you gained this experience with that is listed in your work experience. If you do not have this type of experience, please enter "N/A" in the box below.
- \* 14. Do you have knowledge of federal and state election laws?
- ☐ Yes   ☐ No

- \* 15. If you indicated that you had experience above, please describe the kind of duties below, the types of tasks, and what employer you gained this experience with that is listed in your work experience. If you do not have this type of experience, please enter "N/A" in the box below.
- \* 16. Do you have any experience working with desktop publishing products?
- ☐ Yes   ☐ No
17. If you indicated yes, please identify which application(s).
- ☐ Adobe Acrobat  
☐ Illustrator  
☐ PhotoShop  
☐ InDesign
- \* 18. If you indicated that you had experience above, please describe the kind of duties below, the types of tasks, and what employer you gained this experience with that is listed in your work experience. If you do not have this type of experience, please enter "N/A" in the box below.

\* Required Question