

EXCITING CAREER OPPORTUNITY!
THE OREGON SECRETARY OF STATE
ELECTIONS DIVISION
IS RECRUITING FOR A
QUALITY ASSURANCE AND DATABASE TECHNICIAN
\$3,547—\$5,188 Monthly

The Agency

The Oregon Secretary of State is one of three constitutional offices created at statehood. An independent constitutional office, the Secretary of State answers directly and solely to the people of Oregon.

The Secretary of State is a statewide elected official. The constitution and statutory authority designates the Secretary as the auditor of public accounts, custodian of legislative and statewide executive public records, corporate registrar and chief elections officer.

The Secretary of State's office provides stewardship of public resources by: **facilitating** access to government records and information; **ensuring** that public dollars are well-spent; **offering** registration services to businesses and consumers; **safeguarding** the democratic process; and **overseeing** state lands for the Common School Fund.



The Secretary of State meets all of the constitutional and statutory responsibilities of the office while delivering high quality customer service at the lowest possible cost.

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, Business Services, Corporation, Elections, Human Resources and Information Systems.

For more information about the Secretary of State's office go to: www.sos.state.or.us

CLASSIFICATION: Operations and Policy Analyst 2
WORKING TITLE: Quality Assurance and Database Tech
CLASS NUMBER: C0871
ANNOUNCEMENT NUMBER: LESS1077

AN EQUAL OPPORTUNITY AND AFFIRMATIVE ACTION EMPLOYER



Salem, Oregon

Salem, Oregon is a growing community located in the heart of the Willamette Valley. The Willamette Valley is one of the most fertile and agriculturally productive regions in the world. The area is dotted with cities, farms, and forests and is considered one of the most livable areas of the country, offering a low cost-of-living, quality schools, and mild weather. The city covers 47 square miles and has a population of approximately 147,215. Salem, the state capital, is one of the valley's oldest cities and the third largest city in Oregon. The principal industries are agriculture, Government, food processing, lumber, manufacturing, education, and tourism. Salem has both private and public schools, pre-school through university level. There are four universities, a law school, and two community colleges within a 30-mile radius.

The Salem area is rich with parks, rivers, lakes, and recreational activities, including hiking, fishing, biking, boating, equestrian trails, organized children's sports and activities, Saturday artisan markets, theatre, museums, art fairs, music fairs, and the Oregon State Fair. A short driving distance to the east is world class skiing in the Cascade Mountains. To the west are many beautiful public beaches on the Pacific Ocean. To the north is Portland, Oregon's cultural hub and largest city, and to the south are the rivers and canyons of the beautiful Rogue Valley and the annual Oregon Shakespeare Festival in Ashland.



Compensation and benefits



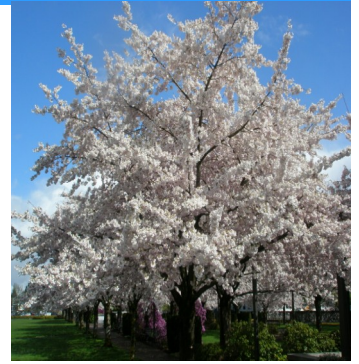
The Secretary of State offers an exceptional compensation and benefits program committed to employee well-being which includes:

- 9 paid holidays
- 24 hours of Personal Business
- Vacation leave and sick leave earned monthly
- A generous contribution toward individual and family health and dental insurance
- Employer paid \$25,000 basic life insurance with additional coverage available including long and short-term disability plans, accidental death and dismemberment plans and long-term care insurance
- Employee Assistance Program
- Option to participate in the Oregon Savings Growth Plan, a deferred compensation program offering a wide variety of investment options
- Flexible spending accounts (FSA)

Position Description

This position provides an unique opportunity to learn about the Oregon Election processes, laws, rules and regulations while gaining experience in database design and maintenance.

The successful candidate will assist in the operational support as well as system analysis and improvement of the ORESTAR database. This is accomplished in part but not limited to:



- ⇒ Assisting in design, implementation, testing, problem determination and maintenance of the Division's computer database ensuring statutory obligations and business rules are met.
 - Analyzing and reviewing detailed application requirements.
 - Developing and administering test plans, test scripts to meet requirements and document test results.
 - Recommending changes in business processes for effective utilization of the systems resources.
 - Serving as the technical resource for software applications and troubleshooting issues.
- ⇒ Authoring, designing, constructing, organizing and maintaining Division's website.
- ⇒ Consulting with management and other members of the campaign finance team on policy issues and procedures.
- ⇒ Examining contribution and expenditure reports or reviewing examinations conducted by staff to ensure compliance with campaign finance laws and rules.

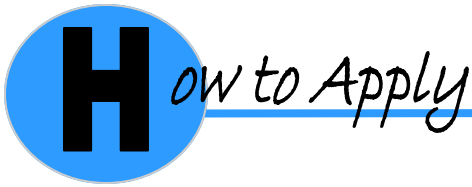
To Qualify

Your application and cover letter must demonstrate experience in the following:

- A Bachelor's Degree in Business or Public Administration, Behavioral or Social Sciences, Finance, Political Science , Computer Science or applicable degree; and two years professional-level evaluative, analytical and planning that includes at least one year working with SQL **OR**;
- Five years of experience that includes professional-level evaluative, analytical and planning work that includes at least one year working with SQL.

All applicants must submit a photocopy 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 coursework and indicate that a degree was obtained. On-line transcripts are acceptable.

Successful candidates must pass a criminal history check. Adverse background data may be grounds for immediate disqualification.



This recruitment will close on Tuesday, May 4, 2010 at 11:59 p.m.

The state of Oregon has moved to an online application system, Oregon E-Recruit System. All current employment opportunities can be found at www.oregonjobs.org.

Please pay special attention to the Application Instructions in the announcement to ensure your application materials are submitted correctly.

This position is posted on the Oregon E-Recruit System. [Click here](#) to view the complete announcement and apply online

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. 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.

***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.***