



# WASHINGTON COUNTY, OREGON invites applications for the position of: **Elections Supervisor**

An Equal Opportunity Employer

**SALARY:**

Monthly  
\$6,107.45 - \$7,420.34

**OPENING DATE:** 03/20/21

**CLOSING DATE:** 04/04/21 11:59 PM

**THE POSITION:**



## **ASSESSMENT & TAXATION ELECTIONS SUPERVISOR**

**JOB #2021-066**

We invite you to be part of the fundamental process of a democracy and serve approximately 400,000 voters in Washington County. The responsibilities in this role includes running four annual elections: two countywide elections, one half-county election, and one quarter-county election. This position will require you to know and be responsible for tracking local, state, and federal candidates and positions, as well as money measures. Additionally, you will track the many facets of the elections process including candidate filings, creation of ballots and voter pamphlets, the counting of the ballots, and the reporting of final voter results for Washington County. The Elections office is highly driven by the many hands that help in the election process, the sophisticated elections equipment, the production elements of a successful election event, and the dedicated knowledge of supervision and understanding of Oregon Election laws and rules. We are seeking an individual who is savvy with production equipment and technology, while integrating continuous improvement processes, enjoys working with people of diverse backgrounds, and understands the capacities needed to supervise an immediate team of 9 employees.

In this position, you will lead and train staff/temporaries on election duties and coordinate day-to-

day activities. Additionally, you will help plan and schedule all functions necessary in an election (i.e. mandatory timelines for various mailings, registration cutoffs, public notices, and all elements related to statutory dates). Most importantly, you will have the opportunity to communicate effectively, exercise sound decision-making and demonstrate collaboration and accountability to peers, the team and to the public.

If you enjoy being in a fast-paced environment that is production oriented, in a highly visible office and encompass the above-mentioned qualities and knowledge, then we invite you to apply for the **Elections Supervisor** position!

### **About the Department**

In Assessment and Taxation (A&T), we are extremely interested in reflecting the **many cultures** that exist within the county, which we know will only strengthen and bring improvements to the work we do in our department. A&T leadership wholeheartedly encourages and supports the success of all our employees through training, mentoring and coaching. Together, we continue to build an inclusive culture that encourages, supports, and celebrates the diverse voices of our employees. With the help of every employee, our customers, our partners and our community – we can achieve our mission of equity for all!

### **The Ideal Candidate**

We are looking for individuals who are savvy on production equipment and technology and are willing to be on a continuum to improve processes; and yet really enjoy working with people of varied backgrounds. The selected individual will supervise a team of 9 and possess strong supervisory experience with the ability to lead projects. They stay current with information, technology, and trends; and take personal responsibility for their individual success and the success of their team. The ideal candidate will also possess the following knowledge, skills, and abilities:

- Strong understanding of the principles, practices, and procedures of the election process as well as the current methods and techniques of elections; and
- Familiarity with laws, rules and regulations, policies, and procedures in the supervision and coordination of elections.

### **What's in it for YOU:**

As one of Oregon's Healthiest Counties, we care about our employees and are actively exploring ways to improve one's work/life balance by considering alternate work schedules (at the department's discretion). Your total compensation package will be comprised of more than just your annual salary; it will also include a comprehensive benefits package with family and domestic partner health benefits such as medical, dental and vision coverage at up to **95% employer paid**. Other benefits include a deferred compensation program, flexible spending accounts, life insurance, long-term disability, paid holidays, vacation, administrative (PTO) and sick leave. Click to learn more about **[Benefit Offerings and Wellness Programs at Washington County!](#)**



**For more information about the Department of Assessment & Taxation, visit <https://www.co.washington.or.us/AssessmentTaxation/>.**

*Washington County values a culture of equity, diverse perspectives, and life experiences. Our organization embraces innovation, collaboration and work-life harmony. We offer job stability, a comprehensive benefits package, and an opportunity to serve and support our diverse community. We are an equal opportunity employer with a commitment to diversity and an inclusive workforce. Women, minorities, veterans, and people with disabilities are encouraged to apply.*

## **ESSENTIAL JOB DUTIES:**

Duties may include:

1. Plans, prioritizes, assigns, supervises, and reviews the work of staff involved in Department of Assessment and Taxation programs including the areas of recording, indexing, digital imaging, passport acceptance, elections, or other related administrative duties assigned to the work unit.
2. Recommends and participates in the hiring of staff; provides coaching and mentoring to assigned staff and recommends and administers progressive discipline when needed; conducts or facilitates training for staff; promotes cooperative team effort among staff to achieve division mission and goals.
3. Reviews and verifies documents for accuracy and acceptance and advises staff on how to process records and documents based on statutory codes, requirements, and rules.
4. Provides staff training in the processes and procedures related to the recording or processing of documents and microfilm/microfiche operation, viewing, research, and printing equipment.
5. Assists in creating a positive and supportive work environment; enforces a safe workplace; establishes a culture of teamwork and communication; creates a workplace that promotes the organizational values of workplace diversity, equity and inclusion and actively promotes an environment respectful of living and working in a multicultural society.
6. Establishes, monitors, reviews, and improves processes and procedures related to assigned functions; compiles data, metrics, and reports as required; recommends improvements; maintains documentation for processes, forms, and workflows; and ensures confidential data is protected from accidental or unauthorized disclosure.
7. Communicates tactfully and professionally with a variety of internal and external stakeholders; serves as point of escalation and resolution for difficult customer service situations.
8. Uses judgment to interpret and apply applicable laws, regulations, and policies related to assigned functions.
9. Provides support to assigned Division Manager for various projects as assigned; assists with development of division budget; and monitors expenditures and supplies.
10. Negotiates and administers contracts for services, materials, and equipment.
11. Confers with the County's Information Technology Services Division to develop, implement, and maintain computer programs and database files used to store, track, and retrieve information on documents; coordinates data sharing with other departments; and researches and makes recommendations for new technology to improve the system efficiency.
12. Answers questions from the public related to department and County procedures; assists the public in accessing public records.
13. Performs research on a variety of unique or complex technical and administrative issues, including research involving related statutes and administrative rules; interprets pertinent laws and regulations; and resolves difficult problems referred by staff.
14. Assists the Division Manager in the preparation of respective budget in preparing costs of materials and supplies and conducts the research necessary for new purchases; submits research findings and updates to budget line items for approval to determine costs for materials and supplies.
15. Consults with County Clerk, County Counsel, and state agencies regarding statutes and administrative rules affecting division operations; and assists in the development of programs, policies, and procedures to meet legal requirements.

16. Conducts computer queries to compile the statistics required for the division monthly reports.
17. Acts as a representative of the County Clerk in maintaining liaisons with other County, state, and federal offices, including other county clerk offices; exchanges information to assist in the development of cooperative programs and formulating legislation; and attends professional conferences and meetings.

## **KNOWLEDGE, SKILLS AND ABILITIES:**

### **Education and Experience:**

A typical way to obtain the knowledge and abilities would be:

- Possession of a high school diploma or equivalent; **AND**
- Five (5) years of elections processing, clerical, production or manufacturing line, or closely-related work experience; **AND**
- Two (2) years of experience must be in a supervisory or leadership capacity with responsibilities of reviewing the work of others, providing guidance and technical expertise to others, providing input for performance evaluations, and/or making recommendations in the hiring process.
- Education may substitute for up to four (4) years of work experience.

### **Additional licenses, certificates, physical abilities and specialty requirements:**

- Some positions in this classification may be required to possess a valid driver's license and have an acceptable driving record per Washington County policy.
- Some positions in this classification may be required to pass a criminal background check.

Washington County organizes its positions into classifications. Classification descriptions are typically written broadly. **To review the required knowledge, skills and abilities for this classification (position), please use this link: Assessment and Taxation Program Supervisor** (working title: Elections Supervisor).

Please be clear and specific in the applicable sections of the employment application about how your background is relevant. This information must also be consistent with your supplemental question responses if applicable. **Please note: Answers to the supplemental questions are typically evaluated separately** from your application.

### **Department of Motor Vehicle Records (DMV) Requirement:**

Driving a motorized vehicle is an essential function of this position. Successful applicants must possess a valid driver's license and an acceptable driving record. To review the Driver's License and Record Policy for Washington County and instructions for submitting appropriate DMV documentation, please use this link: Driver's License & Records Policy.

## **SUPPLEMENTAL INFORMATION:**

*Washington County is committed to using a Merit Based System in which recruiting, selecting, and advancing employees is based on their relative knowledge, skills, and abilities.*

### **Selection Process:**

1. A minimum qualification (MQ) screening of submitted applications will be performed by Human Resources after **April 5, 2021**.
2. A Subject Matter Expert (SME) Panel will perform an in-depth evaluation of experience and training taken from your employment application materials to include responses to the supplemental questions in the application. This process will begin after **April 12, 2021**.

3. Our goal is to schedule oral panel interviews with candidates that successfully pass the Subject Matter Expert Review step as soon as feasibly possible.

4. Washington County will perform a DMV records check on the candidates that successfully pass the oral panel interviews and are selected for the position.

**Please note: Candidates that are successful in the evaluation process may have their applications referred for additional vacancies in the same classification, or job family.**

**Veterans' Preference:**

If you are a Veteran and would like to be considered for a Veteran's preference for this recruitment, please review instructions by **Veterans Preference Points.**

**Accommodation under the Americans with Disabilities Act:**

Reasonable accommodation is available to anyone whose specific disability prevents them from completing this application or participating in the selection process for this recruitment. To obtain confidential assistance please contact Human Resources 503-846-8606, or e-mail at: **hr@co.washington.or.us** at least 48 hours before any step in the recruitment and selection process for which you feel you need accommodation.

**Status of Your Application:**

You will be advised by e-mail of your status at each step in the application process, from initial application to final employment disposition. Please note that Washington County communicates with all candidates via email. If you "opt out" or "unsubscribe" from email notifications from NEOGOV it will impact our ability to communicate with you about job postings.

**Questions (?) Regarding This Recruitment**

**Jasmine Cardenas, Talent Acquisition Business Partner  
jasmine\_cardenas@co.washington.or.us**

**\* Washington County is a drug-free workplace \***

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APPLICATIONS MAY BE FILED ONLINE AT:  
<http://www.washcojobs.org>

Job #2021-066  
ELECTIONS SUPERVISOR  
JC

OUR OFFICE IS LOCATED AT:  
Washington County Public Services Building  
155 N First Avenue Ste. 270  
Hillsboro, OR 97124  
503-846-8606  
[HR@co.washington.or.us](mailto:HR@co.washington.or.us)

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**Elections Supervisor Supplemental Questionnaire**

- \* 1. **Education and Work Experience Sections of Application**  
To receive full consideration, the education and work experience sections of your application must be filled out completely. Please be sure to clearly describe enough relevant education and work experience to meet the posted "Minimum Qualifications".  
**Resumes and cover letters may be attached, but are NOT accepted as a substitute for completely filling out your application.**

**By selecting yes below, you are indicating you have read this question in its entirety and understand that a fully completed application is required to be considered for this vacancy.**

If you have any questions, please contact the assigned Talent Acquisition Business Partner or email [HR@co.washington.or.us](mailto:HR@co.washington.or.us).

Yes

- \* 2. The minimum requirements for the **Elections Supervisor** are:
- Possession of a high school diploma or equivalent; **AND**
  - Five (5) years of elections processing, clerical, production or manufacturing line, or closely-related work experience; **AND**
  - Two (2) years of experience must be in a supervisory or leadership capacity with responsibilities of reviewing the work of others, providing guidance and technical expertise to others, providing input for performance evaluations, and/or making recommendations in the hiring process.
  - Education may substitute for up to four (4) years of work experience.

Do you meet the minimum requirements for this position?

**Note:** One (1) year of work experience is the equivalent to 2080 hours (Ex: 40 hours/week x 52 weeks = 2080 hours).]

Yes    No

- \* 3. Which of the following best describes your highest level of education?
- Master's degree or higher
  - Bachelor's degree
  - Associate degree
  - Some college coursework, no degree received
  - None of the above
- \* 4. Provide the focus of your related college education and/or degree here. If you do not possess a college education or degree, enter N/A.
- \* 5. Select your years of elections processing, clerical, production or manufacturing line, or closely-related work experience.

**Reminder: In order to receive credit, this information should be reflected in the Work Experience section of your application.**

- More than 5 years of experience
  - 4 years but less than 5 years of experience
  - 3 years but less than 4 years of experience
  - 2 years but less than 3 years of experience
  - 1 year but less than 2 years of experience
  - Less than 1 year of experience
  - No experience
- \* 6. Select your years of experience in a supervisory or leadership capacity. **Reminder: In order to receive credit, this information should be reflected in the Work Experience section of your application.**
- More than 5 years of experience
  - 4 years but less than 5 years of experience
  - 3 years but less than 4 years of experience
  - 2 years but less than 3 years of experience
  - 1 year but less than 2 years of experience
  - Less than 1 year of experience
  - No experience
- \* 7. Of the following supervisory/lead duties, select the ones you have experience performing. Select all that apply. **Reminder: In order to receive credit, this information should be reflected in the Work Experience section of your application.**

- Reviewing the work of others
- Providing guidance and technical expertise to others
- Providing input for performance evaluations
- Making recommendations in the hiring process
- None of the above

- \* 8. **SUBJECT MATTER EXPERT REVIEW** The following supplemental questions are an important step in the examination and selection process to assist us in determining if you possess the knowledge, skills and abilities to succeed in the posted vacancy.

**Your responses to the supplemental questions will be evaluated and scored.**

Please note: Answers to the supplemental questions are typically evaluated **separately** from your application. It is important when completing your application that you are clear and specific in the applicable sections of the employment application.

**Your score for this part of the examination process will be determined by the content and quality of your responses to the supplemental questions.** A lack of a complete and thorough response to each of the supplemental questions in the space provided may negatively impact your score for this part of the examination process. Responses with more than **250 words** are ideal for essay questions.

In addition, the selections you make and the responses you provide in the questionnaire must accurately reflect what is documented in your employment application since you may be asked to provide specific examples of qualifications if you are invited to participate in the interview phase of our selection process.

**By selecting yes below, you are indicating that you have read and understood the information provided, and agree to the above instructions.**

If you have any questions, please contact the assigned Talent Acquisition Business Partner or email [HR@co.washington.or.us](mailto:HR@co.washington.or.us).

Yes

- \* 9. If you could improve the voter experience, what processes and/or procedures might you consider. Include in your response how you might influence those changes.
- \* 10. Describe your experience interpreting laws and regulations and applying them to the operations of a work unit.
- \* 11. Describe your experience leading a major election-related or other similar project or operation. In your response, describe the following:
- project or operation,
  - your role,
  - the planning process,
  - how you determined and incorporated staff/stakeholder participation,
  - how you anticipated and/or minimized challenges, and
  - any measurable outcomes.
- \* 12. **Driving Record Check**

Driving a motorized vehicle is an essential function for this position. Successful applicants must possess a valid driver's license and an acceptable driving record.

Washington County will conduct a driving record check on applicants at the interview phase or prior to employment (timeline based on classification).

***To assist in this process, please check all applicable statements for the last three (3) year period.***

- I currently hold or have held a valid Oregon driver's license.
- I currently hold or have held a valid out-of-state driver's license.
- I currently have or have held a valid out-of-country driver's license.
- I do not currently hold or have held a valid driver's license.

- \* 13. **U.S. Armed Forces Veterans:** If you served in the U.S. Armed Forces, and are requesting to use Veterans' Preference Points, please describe in detail your training and transferable skills from your military service as they apply to the requirements of this position.

Enter N/A if you do not have military service.

\* Required Question