



EMPLOYMENT OPPORTUNITY

- This recruitment is available only to Thurston County employees and individuals on the recall/rehire list.
- This recruitment is open to the public.

POSITION TITLE: Election Specialist	DEPARTMENT: Auditor's Office
CLOSING DATE: August 12, 2011, 5 p.m.	POSITION #: 0140-02-R-00059
SALARY RANGE: \$2,915.00 - \$3,878.00 / month	FTE: 1.0
UNION: YES	ELIGIBLE FOR BENEFITS: YES
CONTACT PERSON: Lynnette Thornton, Election Deputy	PHONE #: (360) 786-5408

SUMMARY OF DUTIES:

Incumbents assist in the preparation, operation, and conduct of elections in Thurston County by coordinating or assisting with: voter registration, all aspects of ballot issuance and processing, observer training, selection and training of temporary and seasonal staff, and conducting voter registration and education programs with the Outreach Coordinator. Reviews voter registration applications for accuracy, completeness, and compliance with current election laws. Performs heavy data entry, auditing, reports generation and reviewing of reports. Requires the use of multiple databases, programs, and search engines. Organizes and directs the work of temporary staff and assists in training; oversees functions such as voter registration processing, election worker recruitment, and ballot issuing/processing. Assists in outreach and office projects, shop projects, and other election related duties as assigned. Receives significant public contact, requiring effective customer service and communication skills in person, by phone, and through written correspondence covering: voter registration, ballots, election laws, and procedures.

QUALIFICATIONS:

High School Diploma or GED and college courses in business, office management or public administration. Additional experience may be substituted for education on a year for year basis. Three years of office experience, including data entry and interaction with the public. Ability to utilize a personal computer and related software packages to perform word processing, analysis, information retrieval and tracking. A current Washington State Driver's License or have requested and obtained an appropriate accommodation. Election Certification (may be obtained through the Office of the Secretary of State within two years of the date of hire). Must type 60 wpm. Must be willing to work overtime to assist in the preparation and coordination of elections.

DESIRED SKILLS:

Knowledge of the political system, State and County statutes/ordinances, precincts, election laws, and election procedures.

SELECTION PROCESS:

To be considered for this position, please submit the following:

- | | |
|---|--|
| <input checked="" type="checkbox"/> Application | <input checked="" type="checkbox"/> Letter of Interest |
| <input type="checkbox"/> Supplemental Questionnaire | <input checked="" type="checkbox"/> Resume |
| <input type="checkbox"/> Disclosure Form | |

Submit application package to: Thurston County Information Desk, 2000 Lakeridge Dr. SW, Olympia, WA 98502. Application package must be received by 5 p.m. on the closing date listed above. Postmarks will not be accepted.

APPLICATION INSTRUCTIONS:

A separate application must be fully completed for EACH POSITION for which you are applying. Resumes may be used to supplement an application, but may not be used in lieu of completing the application form. Copies of applications will be accepted only with an original signature. If a supplemental questionnaire is required, it must be submitted with your Thurston County application by the closing date. Applications are available online at www.co.thurston.wa.us. Applicants selected for interviews and/or testing will normally be called or otherwise notified within two weeks following the closing date on the employment bulletin. If you do not receive notification during this time period, you should assume you were not selected to be interviewed and will not be considered further for this position. Due to the large number of applicants for most positions, unsuccessful applicants are generally not notified.



Thurston County
 2000 Lakeridge Drive SW
 Olympia, WA 98502
 FAX: (360) 357-2489
 www.co.thurston.wa.us/hr
 TDD: (360) 754-2933

EMPLOYMENT APPLICATION

THURSTON COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER

INSTRUCTIONS: TYPE OR LEGIBLY PRINT THIS APPLICATION. SIGN AND DATE THE APPLICATION.
 AN INCOMPLETE APPLICATION MAY BE A BASIS FOR YOUR NOT BEING CONSIDERED.

GENERAL INFORMATION

Position Title:	Position Number:	Department:
<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
Last Name:	First Name:	Middle Initial:
<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
Street Address:	City:	State:
<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
Home Phone:	Message Phone:	Email Address:
<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
Are you now or have you ever been employed by Thurston County? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, give Job Title: <input style="width: 100%;" type="text"/>	Department: <input style="width: 100%;" type="text"/>
Do you have any relatives working for Thurston County Government? <input type="checkbox"/> Yes <input type="checkbox"/> No	Name(s): <input style="width: 100%;" type="text"/>	Relationship: <input style="width: 100%;" type="text"/>
Will you accept part-time employment? <input type="checkbox"/> Yes <input type="checkbox"/> No	Will you accept temporary employment? <input type="checkbox"/> Yes <input type="checkbox"/> No	Dates of Employment: <input style="width: 100%;" type="text"/>

EDUCATION

Did you graduate from high school or receive a GED certificate? <input type="checkbox"/> Yes <input type="checkbox"/> No	Degrees Conferred		
Name of college, university, vocational school:	Major:	Title:	Completed:
1. <input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No
2. <input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No
3. <input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No

List any special licenses, certifications, skills, trades or second languages you have which are necessary or useful in this position. (Note: Include any identification numbers, state where issued, and expiration dates.)

How many years of computer experience do you have?	<input style="width: 100%;" type="text"/>	What is your keyboarding/typing speed?	<input style="width: 100%;" type="text"/>
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What computer software programs are you proficient in?	<input style="width: 100%;" type="text"/>
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VETERANS' PREFERENCE:
 Thurston County gives veterans' preference in accordance with state law to veterans honorably released from active military services.

Do you claim veterans' preference? (Proof of veteran status may be required if hired.) <input type="checkbox"/> Yes <input type="checkbox"/> No	Have you ever obtained employment through the use of veterans' preference? <input type="checkbox"/> Yes <input type="checkbox"/> No
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CRIMINAL CONVICTION: (Conviction does **not** automatically bar you from employment.)
 Have you been convicted of a felony or served time in prison within the past ten (10) years? Yes No

If yes, please explain:

VALID STATE DRIVER'S LICENSE: Yes No What state is it issued in:

(A valid driver's license is required only where stated on the Job Announcement.)

Drivers License Type	License Number	Expiration Date
Drivers License	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
CDL Class	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
Endorsements	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>

EMPLOYMENT HISTORY

List your work experience for at least the last 10 years including self-employment, military service, volunteer work and periods of unemployment. If you do not have 10 years of working history, provide up to the maximum you have. Attach additional sheets if necessary.

MOST RECENT EXPERIENCE			
Employer		Total Years	<input style="width: 100%;" type="text"/>
Address		Total Months	<input style="width: 100%;" type="text"/>
Position	Number of employees supervised	From (mo/yr)	<input style="width: 100%;" type="text"/>
Supervisor	Phone	Ext.	To (mo/yr)
Specific Duties		Hours Worked Each Week	<input style="width: 100%;" type="text"/>
		Starting Salary	<input style="width: 100%;" type="text"/>
		Last Salary	<input style="width: 100%;" type="text"/>
Reason for leaving or considering change		May We Contact? <input type="checkbox"/> Yes <input type="checkbox"/> No	
		Notify me first <input type="checkbox"/>	

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		Last Salary	<input style="width: 100%;" type="text"/>
Reason for leaving or considering change		May We Contact? <input type="checkbox"/> Yes <input type="checkbox"/> No	
		Notify me first <input type="checkbox"/>	

Applications must be submitted as instructed in the employment opportunity announcement.

I hereby certify, under the penalty of perjury in the State of Washington, that this application contains no willful misrepresentation and that the information given is true and complete to the best of my knowledge and belief. I am aware that should an investigation at any time disclose any such misrepresentation or falsification, my application may be rejected and my name may be removed from consideration. Further, I understand that my employment with Thurston County may be terminated at any time subsequent to being hired should it be determined that there is a misrepresentation or falsification of information.

I authorize my current or former employers, and all schools or educational and technical institutions which I have attended, to provide Thurston County representatives any information regarding my current or former employment, including performance, discipline and attendance, scholastic records or ratings. I hereby release any such current or former employers or institutions, their agents or employees, from any and all liability resulting from the release of such information. My authorization and release from liability are knowing, intelligent and voluntary acts. I hereby waive any claims against Thurston County for relying on any information from my prior employers.

I understand that as a condition of employment I may be required to provide verification of any qualifications or representations made in my application documentation. Additionally, I must be able to provide original documentation along with personal identification information as may be required by the Immigration Reform and Control Act of 1986 or any other State or Federal law.

Signature of Applicant

Date

AFFIRMATIVE ACTION INFORMATION

Thurston County is an Equal Opportunity Employer. The Information requested below will be separated from your application and used for statistical purposes only. It will enable the County to evaluate its recruitment process in light of the federal and state equal employment opportunity laws and the County's Affirmative Action Program. Your cooperation is strictly voluntary, but highly encouraged. Your application will be reviewed whether or not you provide this information.

Do you wish to participate? Yes No

Position Title:

Position Number:

Department:

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Last Name:

First Name:

Middle Initial: Closing Date:

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1. Gender Female Male

2. Age Under 40 years old 40 years of age or older

3. What race(s) or culture(s) do you consider yourself?

American Indian or Alaskan Native

Black or African American

Native Hawaiian or other Pacific Islander

Hispanic or Latino

Asian

White/Caucasian

If you are more than one race, please also check "Multi-Racial" below and indicate your preference for Affirmative Action purposes.

Multi-Racial, preference:

4. Have you ever been on active duty in the U.S. Armed Forces?

Yes No

If yes, please provide the dates:

Vietnam-Era Veteran

Disabled Veteran (percent (%) of disability):

5. Do you have a long-term physical, sensory, or mental condition that substantially limits any of your major life functions, such as working, caring for yourself, walking, doing things with your hands, seeing, hearing, speaking, learning?

Yes No *(Please see the definition of "disabilities" below.)*

Affirmative Action Definitions:

American Indian or Alaskan Native (not Hispanic or Latino). A person with origins in any of the original peoples of North and South America (including Central America) and who maintains cultural identification through documented tribal affiliation or community recognition.

Native Hawaiian or Other Pacific Islander (not Hispanic or Latino). A person with origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

Asian. A person with origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent including Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand and Vietnam.

Black or African-American (not Hispanic or Latino). A person with origins in any of the black racial groups of Africa.

Hispanic or Latino. A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin regardless of race. For example, persons from Brazil, Guyana, or Surinam would be classified according to their race and would not necessarily be included in the Hispanic category. This category does not include persons from Portugal, who should be classified according to race.

White/Caucasian (not Hispanic or Latino). A person with origins in any of the original peoples of Europe, North Africa, or the Middle East.

Disabilities. For Affirmative Action purposes, people with disabilities are persons with a permanent physical, mental, or sensory impairment, which substantially limits one or more major life activities. Physical, mental, or sensory impairment means: (a) any physiological or neurological disorder or condition, cosmetic disfigurement, or anatomical loss affecting one or more of the body systems or functions; or (b) any mental or psychological disorders such as mental retardation, organic brain syndrome, emotional or mental illness, or any specific learning disability. The impairment must be material rather than slight, and permanent in that it is seldom fully corrected by medical replacement, therapy, or surgical means.

Disabled Veteran. A person entitled to disability compensation under laws administered by the U.S. Department of Veteran Affairs for disability (A) rated at 30 percent or more, or (B) rated at 10 or 20 percent in the case of veteran who has been determined by the Department of Veteran's Affairs to have a serious employment handicap, or (C) a person whose discharge or release from active duty was for a disability incurred or aggravated in the line of duty.

Vietnam-era Veteran. A person who served on active duty for a period of more than 180 days, any part of which occurred between February 28, 1961 and May 7, 1975, and was discharged or released from duty with other than a dishonorable discharge. Or who was discharged or released from active duty for a service connected disability if any part of the active duty was performed between August 5, 1964 and May 7, 1975. Services between February 28, 1961 and August 14, 1964 must have been performed within the Republic of Vietnam.

How did you learn of this employment opportunity?

Walk-in/Thurston County Information Desk or Bulletin Board

Washington State Department of Employment Security

Thurston County Job Line

Thurston County Pacific Mountain Workforce

Thurston County Internet Website

Friend/Word of Mouth

Employee Referral (Employee Name)

Newspaper/Journal (Specify)

Other Internet Website (Specify)

Other (Specify)

Signature of Applicant

Date

Equal Opportunity Employer: Thurston County is committed to affirmative recruitment and diversity in employment opportunity. It is the policy of Thurston County to provide equal opportunity to all persons seeking or having access to its employment, services and activities, which is free from restriction based on race, color, religion, national origin, age, sex, marital status, veteran status, disability, or sexual orientation. Applicants with disabilities who need accommodation with the application or selection process should contact the ADA Coordinator at Human Resources, (360) 786-5498 or TDD (360) 754-2933.