



**STATEWIDE PROMOTIONAL EXAMINATION
ELECTIONS OFFICER**

ANNUAL \$63,502 SALARY APPLICATION CLOSING EXAM
SALARY: \$82,022 GROUP: AR 24 DATE: FEBRUARY 8, 2011 NO: 110020SPJR

SPECIAL APPLICATION AND EXAMINATION INSTRUCTIONS APPEAR BELOW

PURPOSE OF CLASS: In the Office of the Secretary of the State and the Elections Enforcement Commission this class is accountable for independently performing a full range of tasks in assisting in the administration of election laws or the administration and enforcement of campaign financing and disclosure laws.

MINIMUM QUALIFICATIONS REQUIRED

THIS PROMOTIONAL EXAMINATION IS OPEN TO ANY **CURRENT** STATE EMPLOYEE WHO BY FEBRUARY 8, 2011 HAS PERMANENT STATUS IN THE CLASSIFIED SERVICE*, SIX MONTHS STATE SERVICE, AND THE FOLLOWING EXPERIENCE AND TRAINING:

GENERAL EXPERIENCE: Six years' experience in providing complex clerical support involving the legal and technical aspects of elections and campaign financing.

SUBSTITUTIONS ALLOWED: (1) College training may be substituted for the General Experience on the basis of fifteen semester hours equaling one-half year of experience to a maximum of four years for a Bachelor's degree. (2) A Master's degree in a closely related field may be substituted for one additional year of the General experience.

KNOWLEDGE, SKILLS AND ABILITIES: Knowledge of records management techniques; considerable knowledge of campaign financing and disclosure laws; knowledge of Connecticut election laws; interpersonal skills; oral and written communication skills; considerable ability to interpret and clearly explain election laws and campaign financing and disclosure laws; ability to interpret complex legislation; ability to utilize computer software.

THE EXAMINATION WILL BE COMPOSED OF:

<u>PART</u>	<u>WEIGHT</u>
EXPERIENCE AND TRAINING	100%

APPLICATION/EXAMINATION PROCEDURE

APPLICANTS MUST SUBMIT:

- (1) Completed Application Form (CT-HR-12)**
- (2) Supplemental Examination Materials (see instructions below)**

In order to be considered for admittance into this examination, you must complete all parts of the examination application (CT-HR-12) detailing how you meet the minimum experience and training requirements stated above AND complete the required supplemental examination materials as detailed below. Applicants who do not submit the required supplemental application and examination materials by the closing date will not be admitted into the examination and will not have the right to appeal this decision. Resumes and/or vitas will not substitute for the required application form or for the required examination materials.

EXAMINATION INSTRUCTIONS: **Section 1.** For each job (maximum of three) that you feel has best prepared you for the job of Elections Officer, include a 1 page (typed or printed) description detailing your duties and responsibilities. (Applicants serving provisionally or temporarily in the title of Elections Officer cannot include this as one of the three jobs.) Each job description should begin on a separate page and begin with your job title, company name and location, dates of employment, and number of hours worked per week. This should be followed by a description of your duties and responsibilities organized and formatted around the numbered items that follow. **(1)** Experience in the administration of election laws and/or campaign financing. Detail your experience assisting in the preparation of campaign financing forms and/or other forms relating to elections. Include information on whether election(s) were federal, state or municipal. **(2)** Oral and written communications experience. Detail your experience responding to inquiries relating to election laws and/or campaign financing and disclosure laws. Include examples of the types of inquiries received and whether the responses were verbal or written. Also detail your experience conducting research and preparing reports concerning campaign finance practices, trends and developments. Indicate your experience providing formal or informal training to groups. Be specific as to the purpose of the training, the frequency with which you did it, the size of the groups and your role (planning, scheduling, preparing materials, facilitating, etc.). Also indicate your experience preparing written educational or informational materials. Include information on the purpose of the materials, your specific role in the preparation and the frequency. **Section 2.** On a separate page, include a list of degrees, certifications, licenses and courses that you have completed which have prepared you for the job. **Important Notes:** **(1)** Make certain both your application form and your examination materials are complete and separate documents not referencing the other, as your application form and supplemental examination materials may be separated during the scoring process. **(2)** Examination materials should be clearly marked as such and each page should contain the examination title, exam number and your social security number (do not include your name). **(3)** Do not include materials other than those requested above. **(4)** Your examination will only be scored if you meet the minimum experience and training requirements outlined above and your CT-HR-12 and supplemental examination materials are date stamped by DAS/Human Resources or postmarked by February 8, 2011. **(5)** Mail applications/examination materials to DAS/Human Resources, Room 404, State Office Building, 165 Capitol Avenue, Hartford, Connecticut 06106-1658 (**Secure Fax #860-622-2910**). If faxing materials make certain that your application form is complete and transmitted correctly and without error. Incomplete faxes or faxes received blank because pages were faxed upside down will not be accepted. **(6)** Due to the large number of applications received, we cannot confirm receipt of applications. **(7)** Examination scores will be mailed by March 22, 2011. **(8)** A separate application/examination package must be submitted for each exam you are applying for.

FORMS: Application forms (CT-HR-12) and exam announcements are available from the Department of Administrative Services (<http://das.ct.gov/employment>) and at any state agency.

**Employees in the unclassified service may be eligible to participate in promotional exams if they have previous permanent status in the classified service and have current status as a state employee.*

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.