

**OFFICE OF GOVERNMENTAL ACCOUNTABILITY  
STATE ELECTIONS ENFORCEMENT COMMISSION  
JOB OPPORTUNITY**

**ELECTIONS OFFICER (JOB CLASS 0919) PCN 74143-163**

**PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!**

**Open To:** Candidates on the current exam list #1050237 or State employees eligible for lateral transfer  
**Location:** 18-20 Trinity St., Hartford, CT Refer to [www.ct.gov/seec](http://www.ct.gov/seec) for a description of the Commission  
**Hours:** 40 per week Full Time  
**Salary:** AR-24 \$67,371 – \$87,018 annual (new hires to State service start at \$67,371)  
**Closing Date:** January 28, 2015

**Eligibility Requirement Elections Officer:**

Candidates must be on the **current certification list** promulgated by the Department of Administrative Services (DAS) for the classification of Elections Officer. State employees currently holding that title or those who have previously attained permanent status may also apply.

**Minimum Qualifications Required Knowledge, Skill and Ability:**

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.

**General and Special Experience:** Refer to DAS Class Specification for class code 0919 Elections Officer.

**Example of Duties**

Reviews and records all campaign filings required by committees and maintains a schedule of filings and records of committee interactions with SEEC; notifies treasurers of filing dates; ensures timely filing of campaign reports; enforces late filing penalties for delinquent reporting; assists with the development and design of training materials and electronic campaign reporting systems and other system support; coordinates with staff attorneys concerning compliance advice, forms and publications as well as handling violations of reporting laws; conducts research and prepares reports concerning campaign finance practices, trends and developments; assists with accounting functions related to the public financing grant program.

**Application Instructions:**

Qualified candidates must submit a cover letter, describing your suitability for the position, and the required CT-HR-12 State Employees Application, available online at [http://das.ct.gov/HR/Forms/CT-HR-12\\_Application.pdf](http://das.ct.gov/HR/Forms/CT-HR-12_Application.pdf) to:

OFFICE OF GOVERNMENTAL ACCOUNTABILITY--Human Resources Department  
18-20 Trinity St. 5th Floor  
Hartford, CT 06106

**Preferred method of submission:** by secure Fax to 860-622-4927 OR attached to e-mail sent to [OGA.HR@ct.gov](mailto:OGA.HR@ct.gov)  
Refer to PCN 741430-163.

Note: The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules.

**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.