

Career Opportunity Bulletin



REGISTRATION & REPORTING OFFICER (Ethics Commission)

CODE: 2013 PAY GRADE: 20 (\$15.05 - \$20.28/hr.)

Maine State Government is an Equal Opportunity/Affirmative Action employer-diverse candidates encouraged to apply. We provide reasonable accommodations to qualified individuals with disabilities upon request.

OPENING DATE: July 7, 2011

CLOSING DATE: July 22, 2011

JOB DESCRIPTION: This is administrative work involving the registration and reporting of required information by candidates, receiving and maintaining disclosures and campaign financing information, and detecting and reporting non-compliance with campaign finance and ethics laws. Work includes maintaining registration docket and records of campaign contributions and expenditures and investigating possible law violations. Work is performed under limited supervision.

REPRESENTATIVE TASKS:

- ... Receives and reviews registrations and disclosures in order to determine compliance with applicable laws, rules, and regulations.
- ... Prescribes and revises forms required for registration and reporting in order to ensure required information is obtained.
- ... Maintains unit files, oversees inspection and copying of materials, and assesses charges for these services in order to provide requested information.
- ... Establishes and maintains financial information database accounting system and uses system to confirm compliance with filing requirements, creating reports in response to specific inquiries regarding reported information.
- ... Collates and analyzes data, compiles histories of legislative actions, and drafts and publishes reports on political activities in order to document activities, maintain necessary files, and provide required information.
- ... Reviews filings, disclosure forms, and reports in order to ensure compliance with applicable laws, rules, and regulations.
- ... Recommends non-compliance cases for referral to the Attorney General in order to achieve compliance with applicable laws and rules.
- ... Gives ad hoc explanations of interpretations and applications of laws, rules, and regulations relating to disclosures in order to provide information.
- ... Recommends amendments to legislation in order to promote program efficiency and effectiveness.

- ... Prepares and submits reports regarding status of required filings in order to advise Director and Commission Members.
- ... Responds to inquiries at Commission meetings and from the news media in order to provide information on lobbyists, candidates, political action committees, and related disclosures.
- ... Responds to written queries and completes questionnaires regarding disclosures and other political activities in order to provide requested information.

KNOWLEDGES, SKILLS, AND ABILITIES REQUIRED:

- ... Knowledge of the political process.
- ... Knowledge of legislative procedures.
- ... Knowledge of laws, rules, and regulations regarding lobbying, financial disclosure, campaign reporting, and elections.
- ... Ability to apply database management skills to record keeping, information retrieval, and analysis processes.
- ... Ability to read, interpret, explain, and apply laws, rules, and regulations.
- ... Ability to communicate effectively orally and in writing.
- ... Ability to conduct investigations, participate in hearings, analyze facts, and make presentations and recommendations.

MINIMUM QUALIFICATIONS: A four (4) year combination of education and experience providing a knowledge of the political process and administrative skills -OR- a Bachelors Degree in Political Science or related area. Preference will be given to applicants who have a degree in Political Science or similar field of concentration. Preference will also be given to applicants with data base design and management using Microsoft Access or similar application.

HOW TO APPLY: Please submit a letter of interest, resume, completed supplemental qualifications form (attached to this bulletin), and direct hire application form available at the Division of Financial and Personnel Services in Augusta, all Maine Career Center Offices, and on the Division of Financial and Personnel Services Web Page <http://www.maine.gov/fps/opportunities>. The completed application must be submitted by the closing date to: Carmen Manson, Personnel Specialist, Division of Financial & Personnel Services, 74 State House Station, Augusta, Maine 04333-0074, Telephone (207) 624-7418.

Questions about the position should be directed to Paul Lavin, Assistant Director, at Paul.Lavin@maine.gov or (207) 287-4179.

Value of State's share of employee retirement contribution:

11.54% of salary for BU position; 16.54% of salary for X position

Value of State-paid Dental Insurance: \$13.42 biweekly

Value* of State-paid Health Insurance:

Level 1: 100% State Contribution (employee pays nothing): \$363.77 biweekly

Level 2: 95% State Contribution (employee pays 5%): \$345.58 biweekly

Level 3: 90% State Contribution (employee pays 10%): \$327.39 biweekly

Level 4: 85% State Contribution (employee pays 15%): \$309.20 biweekly

****The level of the actual value of state paid Health Insurance will be based on the employee's wage rate and status with regard to the health credit premium program as of July 1, 2011***

SUPPLEMENTAL QUALIFICATIONS FORM

CANDIDATE'S NAME:		DATE SENT
CLASSIFICATION TITLE:		OPTION:
REGISTRATION AND REPORTING OFFICER		2013
DATE DUE :	EXAMINER'S NAME:	
JULY 22, 2011	CARMEN MANSON	
<p>I hereby affirm that the information contained in this form is correct to the best of my knowledge and understand that false or misleading statements may result in rejection of my Application for Employment or dismissal from Maine State Service if I am selected.</p> <p>Signature: _____ Date: _____</p>		
<p><u>INSTRUCTIONS:</u> This request for supplemental information will assist us in evaluating your suitability for this position. The statements you make will be taken into consideration in evaluating your specific suitability for this particular work. If you need more space, attach additional sheets and identify the area(s) to which they relate. If you need more information, please contact the Examiner identified above at (207) 624-7418. Normal work hours are Monday - Friday from 7:30 a.m. until 4:30 p.m. This form must be signed and dated in order to be evaluated.</p> <p>This form, upon submission to the State of Maine, becomes part of the examination process and is held to be confidential. Statements made on this form and in your application are subject to verification by the Division of Financial & Personnel Services and the Appointing Authority.</p>		

Information Request: Due to the non-partisan nature of the Ethics Commission and this position, certain political or lobbying activities are considerations in the selection process. Applicants should not disclose their enrollment or membership in a particular political party. Mere party affiliation is not a factor for consideration.

Please briefly describe all instances in the **last 10 years** in which you have:

1. Held or run for elected office in an election at the local, state, or federal level.

2. Worked for a candidate for office at the local, state, or federal level as a volunteer, paid staff or consultant, or an officer or member of a candidate's campaign committee.

3. Worked for a political party committee on the local, state, or federal level as a volunteer, a paid employee or consultant, or officer of a party committee.

4. Worked for a political action committee, including legislative caucus committees or leadership committees, or other political advocacy group which supported or opposed any local, state, or federal candidates; any citizen initiative, people's veto, or other referendum on the local or state level; or any legislation or issue pending before the Maine Legislature or any agency of Maine state government, as a volunteer, paid staff or consultant, or officer or member of a political action committee.

5. Lobbied the Maine Legislature, Governor, or executive branch officials on legislation or issues as a volunteer or paid lobbyist.

6. Represented a candidate, candidate committee, political party committee, political action committee, or other political advocacy group before a court or any state or federal administrative agency as a volunteer or paid staff, consultant or counsel.