

Career Opportunity Maine Ethics Commission Candidate Registrar (through December 2016)

The Maine Ethics Commission

The Maine Commission on Governmental Ethics and Election Practices is the nonpartisan campaign finance agency for the State of Maine. It administers the Maine Clean Election Act, the nation's first system of full public financing for candidates for Governor and the Legislature. For more information, please visit www.maine.gov/ethics.

Duration of Position

The Commission has a hiring opportunity for a full-time position that ends December 31, 2016. The Commission seeks a highly motivated person who will be available beginning in mid-June 2016.

Duties of Candidate Registrar

- Assisting candidates for legislative and county office in understanding requirements of the Maine Clean Election Act program and how to file financial reports for their campaigns;
- Providing candidates with a high level of service to help them avoid compliance problems;
- Oversight of candidates' financial reports to verify that they making full financial disclosure, spending public campaign funds appropriately, and avoiding contribution limit violations; and
- Providing explanations of laws and regulations in response to questions from candidates.

Desired Qualifications

- Commitment to working in non-partisan office.
- Strong oral and written communication skills.
- Proficiency with Microsoft Excel and Word.
- Ability to interpret, explain and apply laws and regulations.
- Strong customer service skills combined with the ability to remain impartial in assisting candidates and enforcing requirements.

Salary and Benefits

The position is full-time (40 hour work week). However, it is a limited time position that ends on December 31, 2016. The hourly salary range is \$18.76 to \$24.60, which would translate into an annual salary in the \$40,000s. Benefits include health and dental insurance.

How to Apply

If you are interested, please e-mail a resume and cover letter to Paul.Lavin@maine.gov no later than Friday, May 27, 2016. Applicants accepted for an interview will be asked to complete a short, supplemental questionnaire.

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

An Equal Employment Affirmative Action Employer
Women and Minorities Encouraged to Apply