



STATE OF OREGON
POSITION DESCRIPTION

Position Revised Date:
6/15/2026

Agency: Oregon Government Ethics Commission

Facility:

[ ] New [x] Revised

This position is:

- [x] Classified
[ ] Unclassified
[ ] Executive Service
[ ] Mgmt Svc - Supervisory
[ ] Mgmt Svc - Managerial
[ ] Mgmt Svc - Confidential

SECTION 1. POSITION INFORMATION

a. Classification Title: Administrative Specialist 1
b. Classification No: OAS C0107
c. Effective Date:
d. Position No: 0035013
e. Working Title: Administrative Specialist
f. Agency No: 199000
g. Section Title:
h. Budget Auth No: 1137680
i. Employee Name:
j. Repr. Code: OAS
k. Work Location (City - County): Salem - Marion
l. Supervisor Name (Optional):

m. Position: [x] Permanent [ ] Seasonal [ ] Limited Duration [ ] Academic Year
[x] Full-Time [ ] Part-Time [ ] Intermittent [ ] Job Share

n. FLSA: [ ] Exempt [x] Non-Exempt
If Exempt: [ ] Executive [ ] Professional [ ] Administrative
o. Eligible for Overtime: [x] Yes [ ] No

SECTION 2. PROGRAM AND POSITION INFORMATION

a. Describe the program in which this position exists. Include program purpose, who's affected, size, and scope. Include relationship to agency mission.
Ethics Commission (OGEC) has jurisdiction to administer and enforce the provisions in Government Ethics Law [ORS 244], Lobbying Regulation Law [ORS 171.725-171.785] and Public Meetings Law [ORS 192.610-192.705]. There are an estimated 260,000 public officials, and 2,000 lobbyists and employers of lobbyists that are subject to these laws. This position of Administrative Specialist 1 provides support to OGEC's constituents with regards to mandatory filings and coordinates efforts to manage key business times. This position also provides secretarial and reception support, and backup coverage for the Office Specialist 2.

b. Describe the primary purpose of this position, and how it functions within this program. Complete this statement. The primary purpose of this position is to:

Provide office assistance services in support of OGEC's programs and staff, be a key coordinator for the annual Statement of Economic Interest (SEI) filing season and in the coordination of OGEC's quarterly filing requirements for lobbyists and their employer/clients

## SECTION 3. DESCRIPTION OF DUTIES

List the major duties of the position. State the percentage of time for each duty. Mark “N” for new duties, “R” for revised duties or “NC” for no change in duties. Indicate whether the duty is an “Essential” (E) or “Non-Essential” (NE) function.

% of Time	N/R/NC	E/NE	DUTIES
<i>Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter".</i>			
Ongoing	N	E	<b>General Duties</b>
			<ul style="list-style-type: none"> <li>Perform duties in a manner that promotes quality customer service and encourages effective and productive working relationships, including treating everyone fairly, courteously, and respectfully.</li> </ul>
			<ul style="list-style-type: none"> <li>Recognize and value all individuals regardless of their cultures, identities, and backgrounds, and promote and foster a diverse and qualified work environment that is discrimination and harassment-free, and where individuals feel welcomed, appreciated, and valued for all that they bring to the organization.</li> </ul>
			<ul style="list-style-type: none"> <li>Contribute to the mission and goals of OGEC by identifying and resolving problems in a constructive manner; improving processes and materials to benefit our customers; being responsive to our customers and co-workers; improving personal skills; and demonstrating openness to constructive feedback and suggestions.</li> </ul>
			<ul style="list-style-type: none"> <li>Demonstrate regular and consistent attendance, as needed to meet the demands of the position; actively participate in agency meetings; exhibit team skills and team participation through willingness to help and support co-workers; participate in team projects and professional development opportunities.</li> </ul>
20%	R	E	<b>Administrative Assignments</b>
			<ul style="list-style-type: none"> <li>Assists in coordination of diversified administrative services, including telephone coverage. May perform special projects such as program research and produces correspondence, tables, charts, and spreadsheets using a variety of computer programs.</li> <li>Assists in regular system maintenance and purging of records and files.</li> <li>Explains laws, rules and procedures regarding agency programs, as interpreted by agency leadership.</li> <li>Assists in the coordination of the efficient flow of documents and any necessary action through an established process ensuring that deadlines are met.</li> <li>Provides backup for Office Specialist 2 for processing advice requests (including adding requests to the Advice</li> </ul>

			<p>Tracker and closing out requests when completed) and processing incoming complaints and correspondence (including processing case opening and correspondence letters) in coordination with Compliance &amp; Enforcement Coordinator and Executive Director.</p> <ul style="list-style-type: none"> <li>• Assists in the processing of public records requests.</li> <li>• Coordinates payment and deposit processing, paperwork and delivery, in conjunction with the Office Specialist 2.</li> <li>• Assists with payment voucher processing and monthly expenditures in coordination with the Senior Operations Manager.</li> <li>• Assists with ordering office supplies.</li> </ul>
60%	R	E	<b>Filing Program Coordination and Service Delivery</b>
			<ul style="list-style-type: none"> <li>• Coordinates administration of the annual Statement of Economic Interest (SEI) Report Filing process with the Training, Administrative, and Compliance teams, including assisting with updating resource guides and materials for jurisdictional contacts and SEI filers, scheduling bulletins and notifications, updating communications and contact lists, and assisting with the shift schedule creation during peak call times.</li> <li>• Establishes relationships and corresponds with jurisdictional contacts (such as city recorders, city managers, designated staff, etc.) who provide updated information regarding required SEI filers.</li> <li>• Serves as the Jurisdictional Contact for candidates, educational school districts, and community colleges, which includes updating and seating public officials throughout the year, using resources such as the Secretary State Elections website to confirm candidate information.</li> <li>• Communicates with SEI filers within the designated jurisdictions to ensure timely filing of reports and addressing any questions and concerns about the SEI filing process. Assist callers with completing SEI filings as needed.</li> <li>• Assists lobbyists and lobbyist client/employers with registrations in OGEC's filing systems, including explaining registration requirements and correcting registration errors, in coordination with the Senior Operations Manager.</li> <li>• Reviews registrations, terminations, and expenditure reports submitted by lobbyists and lobbyist client/employers. Reviews annual SEI filings from statewide public officials and candidates. Responds to requests for information and explains program guidelines.</li> <li>• Follows-up with jurisdictional contacts and non-filers</li> </ul>

			<p>(SEI, Lobbyist, &amp; Lobbyist Client/Employer) to ensure filings and payment of penalties and sanctions is received Communicates with delinquent filers to discuss penalty waivers and mitigation, including Letters of Education, coordinates with Executive Director and Senior Operations Manager. Handles entering payment waivers approved by the Commission into OGEC's filing system and communicates with filers with mitigation results (sanctions, penalties, waivers).</p> <ul style="list-style-type: none"> <li>• Creates related periodic reports, forms, correspondence, and instructions; answers inquiries regarding filings and filing requirements and extracts contact data, historical databases, and records maintained according to retention schedules, for data analysis and time-sensitive distribution of notifications to filers. Reviews and addresses electronic correspondence, system-related errors pertaining to user accounts, and requested account changes through system requests, email, general written correspondence and telephonic communication.</li> <li>• In coordination with the Senior Operations Manager, participate in auditing filing processes and filing records, including auditing paper records for sufficiency. Inputs information into OGEC's filing system. Recommends procedural changes to improve program results to Senior Operations Manager.</li> <li>• Communicates with delinquent and non-filers regarding compliance with filing requirements and payment of accrued penalties. Enter information into the accounts receivable database. Coordinates with Senior Operations Manager and Compliance &amp; Education Coordinator on implementing and improving collections process.</li> </ul>
20%	R	E	<b>Commission Meeting Assistance</b>
			<ul style="list-style-type: none"> <li>• Provides back-up to the Office Specialist 2 with the creation of the Commission meeting agendas and roll call sheets; provides back-up to completing roll call if Office Specialist 2 is unavailable. Provides back-up to Office Specialist 2 to compile and distribute meeting books and materials.</li> <li>• Inputs information for the Filing Penalty Waivers and Reduction portion of the Commission meeting agendas, including the Consent Calendar, and coordinates communications with filing penalty respondents (including Letters of Education).</li> <li>• Ensures all penalty correspondence is in the meeting book and approved Letters of Education/Notifications of Penalty are ready for signature. Distributes letters and notifications to filers following Commission meetings.</li> </ul>

- |  |  |  |  |
|--|--|--|--|
|  |  |  | <ul style="list-style-type: none"> <li>• Creates and sends notice of meeting bulletins and addendums through GovDelivery/Granicus Communications.</li> <li>• Responsible for taking, editing and finalizing meeting minutes.</li> <li>• Responsible for completing, preparing and uploading audio recordings of Commission meetings.</li> <li>• Responsible for uploading meeting materials, including meeting notices, to OGEC website, Public Meetings Site, and Open Data Transparency Site.</li> </ul> |
|--|--|--|--|

## SECTION 4. WORKING CONDITIONS

**Describe any on-going working conditions. Include any physical, sensory, and environmental demands. State the frequency of exposure to these conditions.**

The office environment is open with cubicles and audible distractions. This position requires long periods of sitting, standing, using a keyboard and other computer operations, and the use of a cell phone. The position requires substantial reading, writing, and development of documents that require focus, reading, comprehension, and writing skills.

The size of the Commission's staff is such that the employee must give assistance in all aspects of the office operation. The number of customer service requests can at times be high and are often varied. This may contribute to a hectic atmosphere with frequent interruptions and distractions. The position may experience exposure to stressful situations and critical/hostile people.

This position actively seeks to provide culturally appropriate services where individuals are treated respectfully, compassionately, and effectively in a manner that recognizes, affirms, and values their worth and dignity. This includes culture, language, national origin, class, race, age ethnic background, disability, stage of development, religion, gender, sexual orientation, and other differences/diversity factors.

These working conditions are experienced daily. The employee must be able to complete work tasks under these types of conditions in this type of environment.

## SECTION 5. GUIDELINES

**a. List any established guidelines used in this position, such as state or federal laws or regulations, policies, manuals, or desk procedures.**

Oregon Government Ethics Law (ORS Chapter 244), Oregon Lobby Regulation Law (ORS Chapter 171.725-171.785), Oregon Public Meetings Law (ORS Chapter 192.610-192.705), OGEC Administrative Rules (OAR Chapter 199), Department of Administrative Services Administrative Rules and Policies relating to accounting, agency manuals, pamphlets and other published guidelines.

**b. How are these guidelines used?**

These statutes and administrative rules are used to provide guidance in fulfilling job duties, such as assisting users in navigating OGEC's filing systems and responding to public records requests.

## SECTION 6. WORK CONTACTS

With whom, outside of co-workers in this work unit, must the employee in this position regularly come in contact?

Who Contacted	How	Purpose	How Often?
General public and public officials	Telephone, video (MS Teams, Zoom, etc.) e-mail, writing, and in person	Inquiries regarding government ethics, executive session provisions, and lobby laws.	Daily
Complainants and respondents	Telephone, video (MS Teams, Zoom, etc.) e-mail, writing, and in person	Case inquiries	Occasionally
Attorneys, Media, and other persons	Telephone, video (MS Teams, Zoom, etc.) e-mail, writing, and in person	Case inquiries	Occasionally
Lobbyists and representatives of lobbying entities	Telephone, video (MS Teams, Zoom, etc.) e-mail, writing, and in person	Inquiries regarding lobby laws and OGE's filing program.	Daily
Representatives of other government entities and private organizations	Telephone, video (MS Teams, Zoom, etc.) e-mail, writing, and in person	Inquiries regarding government ethics, public meetings law, and lobby laws.	Daily
Management	Telephone, video (MS Teams, Zoom, etc.) e-mail, writing, and in person	Updates on filing statistics, collections, workflows, and other duties.	As needed

## SECTION 7. POSITION RELATED DECISION MAKING

Describe the typical decisions of this position. Explain the direct effect of these decisions.

Recommends modification of office procedures to assist in the effective completion of agency tasks and advises public officials and lobbyists on regulatory matters and compliance issues, based on interpretations provided by agency leadership.

## SECTION 8. REVIEW OF WORK

Who reviews the work of the position?

Classification Title	Position Number	How	How Often	Purpose of Review
Agency Head	35001	Staff	Weekly/routinely	To continue mutual

		meetings/conversations		understanding of agency projects and issues and to resolve problems.
Senior Operations Manager	21001	Staff meetings/conversations	Daily	To continue mutual understanding of agency projects and issues and to resolve problems.

## SECTION 9. OVERSIGHT FUNCTIONS

THIS SECTION IS FOR SUPERVISORY POSITIONS ONLY

- a. How many employees are directly supervised by this position? 0
- How many employees are supervised through a subordinate supervisor? 0
- b. Which of the following activities does this position do?
- |  |   |
|--|---|
| <input type="checkbox"/> Plan work               | <input type="checkbox"/> Coordinates schedules                    |
| <input type="checkbox"/> Assigns work            | <input type="checkbox"/> Hires and discharges                     |
| <input type="checkbox"/> Approves work           | <input type="checkbox"/> Recommends hiring                        |
| <input type="checkbox"/> Responds to grievances  | <input type="checkbox"/> Gives input for performance evaluations  |
| <input type="checkbox"/> Disciplines and rewards | <input type="checkbox"/> Prepares & signs performance evaluations |

## SECTION 10. ADDITIONAL POSITION-RELATED INFORMATION

**ADDITIONAL REQUIREMENTS:** List any knowledge and skills needed at time of hire that are not already required in the classification specification:

You are responsible for promoting and fostering a diverse and discrimination/harassment-free workplace; establish and maintain professional and collaborative working relationships with all contacts; contribute to a positive, respectful, and productive work environment; maintain regular and punctual attendance; perform all duties in a safe manner; and comply with all policies and procedures. Working in a team-oriented environment requires participative decision making and cooperative interactions among staff and management. You are to be aware of Affirmative Action and the agency's Diversity strategies and goals.

- **Meeting Coordination:** Experience and skills with taking and preparing meeting minutes, and with meeting coordination and facilitation.
- **Critical Thinking and Analytical Skills:** Ability to assess, categorize, and evaluate information and make well-informed decisions. Skill in identifying issues, providing solutions, and improving processes. Demonstrated skills in research techniques sufficient to collect, analyze, interpret and report data in both a narrative and statistical format.
- **Knowledge of Legal and Regulatory Requirements:** Understanding of relevant legal mandates, rules, and procedures related to filings, case management, and documentation within the agency's framework. Preferred experience in administrative policies, processes, and procedures, including interpreting and applying them to specific circumstances.
- **Proficiency in Technology and File Management Systems:** Expertise in using file management systems, secure file-sharing platforms (e.g., FileCloud), Adobe Pro and Microsoft

365 applications (Word, Excel, Outlook, Teams) to streamline and automate tasks, communicate, maintain confidentiality. Ability to learn new technologies and applications.

- **Confidentiality and Discretion:** Ability to handle sensitive and confidential information with discretion and integrity, ensuring compliance with privacy regulations and safeguarding data.
- **Process Improvement Mindset:** Ability to identify inefficiencies and propose or implement improvements to streamline workflows and enhance organizational performance.
- **Decision-Making and Accountability:** Confidence in making decisions within the scope of responsibilities and taking ownership of tasks, while being accountable for results and outcomes. Demonstrated skill and experience performing administrative support functions requiring independent judgment, decision-making, and problem resolution.
- **Attention to Legal and Procedural Accuracy:** Ability to ensure all documentation, orders, notices, reports, and files are accurate, complete, and in compliance with legal and regulatory requirements and database management.
- **Conflict Resolution and Mediation:** Ability to manage conflicts professionally and diplomatically, particularly when coordinating with diverse stakeholders or handling sensitive issues.
- **Communication:** Demonstrated ability and skill communicating with a variety of people at all levels such as Administrators, other agency or legislative staff members, the press, and the public, with strong customer service skills and the ability to maintain confidentiality as needed for the situation.

**BUDGET AUTHORITY:** If this position has authority to commit agency operating money, indicate the following:

Operating Area	Biennial Amount (\$00000.00)	Fund Type
<i>Note: If additional rows of the below table are needed, place curser at end of a row (outside table) and hit "Enter".</i>		

## SECTION 11. ORGANIZATIONAL CHART

Attach a current organizational chart. Be sure the following information is shown on the chart for each position: classification title, classification number, salary range, employee name, and position number.

## SECTION 12. SIGNATURES

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Appointing Authority Signature

\_\_\_\_\_  
Date