The work we do in the Secretary of State’s office affects Minnesotans in all 87 counties, whether that’s ensuring our election system is fair, open, impartial, and secure; making it as easy as possible for Minnesotans to set up and run their businesses; or helping protect victims of domestic violence and others who fear for their safety.

Working Title: State Prog Admin-- Elections Training and Administration
Job Class: State Program Administrator
Agency: Secretary of State

- Job ID: 66382
- Location: St. Paul
- Full/Part Time: Full-Time
- Regular/Temporary: Unlimited
- Who May Apply: Open to all qualified job seekers
- Date Posted: 06/22/2023
- Closing Date: 07/06/2023 (open until filled)
- Hiring Agency/Seniority Unit: Secretary of State / Secretary of State-MAPE
- Division/Unit: Secretary of State 22 / Elections
- Work Shift/Work Hours: Day Shift
- Days of Work: Monday - Friday
- Travel Required: No
- Salary Range: $21.43 - $31.00 / hourly; $44,745 - $64,728 / annually
- Classified Status: Classified
- Bargaining Unit/Union: 214 - MN Assoc of Professional Empl/MAPE
- FLSA Status: Nonexempt
- Telework Eligible: Yes (hybrid schedule)
- Designated in Connect 700 Program for Applicants with Disabilities: Yes

Make a difference in the lives of Minnesotans.

The work you’ll do is more than just a job. Join the talented, engaged and inclusive workforce dedicated to creating a better Minnesota.

Job Summary

This position will support the Elections Division's statewide elections administration education and training activities. This position will also provide administrative support to the Secretary of State's constitutional and statutory duties related to elections.

Job duties include but are not limited to:
- Assist with the development, maintenance, and administration of the Election Division's training programs and resources.
- Assist with the coordination and administration of the biennial county election administrator training conference.
- Administer the Elections Division email inbox and phone hotline and coordinate responses to inquiries.
- Perform supportive tasks within the Elections Division so that election administration activities are implemented efficiently.

**Minimum Qualifications**

One year of professional experience in any combination of the following: elections, training, or public administration.

All other applicants who meet the above experience requirements will be further evaluated based on the following:

- Knowledge of the principles of intergovernmental relations, particularly in the context of election administration.
- Knowledge of or experience with the Minnesota elections process regarding voting eligibility, voter registration, candidate filing and absentee balloting.
- Experience using software applications, such as Microsoft Word, Excel, and PowerPoint.
- Strong communication skills (oral and written) and the ability to establish and maintain collaborative working relationships with diverse clientele.
- Ability to understand and interpret policies, state and federal election statutes, administrative rules, legal opinions and court decisions.

**Preferred Qualifications**

- Experience with the Minnesota elections process including voting eligibility, voter registration, candidate filing and absentee balloting.
- Experience with the Statewide Voter Registration System (SVRS).
- Advanced degree.
- Knowledge of intergovernmental relations.
- Knowledge of voting equipment systems and electronic roster technology.
- Experience developing materials and providing direction and training.

**Additional Requirements**

It is the policy of the Office of the Minnesota Secretary of State that all candidates submit a background investigation prior to employment. The background check may consist of the following components:

SEMA4 Records Check

Criminal History Check
Employment Reference Check

Education/License Verification

**How to Apply**

Select “Apply for Job” at the top of this page. If you have questions about applying for jobs, contact the job information line at 651-259-3637 or email careers@state.mn.us. For additional information about the application process, go to http://www.mn.gov/careers.

If you have questions about the position, contact Meagan Saiko at meagan.saiko@state.mn.us.

To receive consideration as a Connect 700 Program applicant, apply online, email the Job ID#, the Working Title and your valid Proof of Eligibility Certificate by the closing date to Meagan Saiko at meagan.saiko@state.mn.us.

**About Secretary of State**

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**Why Work for Us**

**Diverse Workforce**

We are committed to continually developing a workforce that reflects the diversity of our state and the populations we serve. The varied experiences and perspectives of employees strengthen the work we do together and our ability to best serve the people of Minnesota.

**A recent engagement survey of the Office of the Minnesota Secretary of State employees found:**

91% of employees feel our culture is welcoming and inclusive.

91% of employees are completely or mostly satisfied with their jobs.

80% of employees feel they are offered opportunities to learn, develop and grow.

**Comprehensive Benefits**

Our benefits aim to balance four key elements that make life and work meaningful: health and wellness, financial well-being, professional development, and work/life harmony. As an employee, your benefits may include:

- Public pension plan
- Training and professional development
- Paid vacation and sick leave
- 12 paid holidays each year
- Paid parental leave
- Low-cost medical and dental coverage
- Prescription drug coverage
- Vision coverage
- Wellness programs and resources
- Employer paid life insurance
- Short-term and long-term disability
- Health care spending and savings accounts
- Dependent care spending account
- Tax-deferred compensation
- Employee Assistance Program (EAP)
- Tuition reimbursement
- Federal Public Service Student Loan Forgiveness Program

Programs, resources and benefits eligibility varies based on type of employment, agency, funding availability, union/collective bargaining agreement, location, and length of service with the State of Minnesota.

AN EQUAL OPPORTUNITY EMPLOYER

Minnesota state agencies are equal opportunity, affirmative action, and veteran-friendly employers. The State of Minnesota recognizes that a diverse workforce is essential and strongly encourages qualified women, minorities, individuals with disabilities, and veterans to apply.

We will make reasonable accommodations to all qualified applicants with disabilities. If you are an individual with a disability who needs assistance or cannot access the online job application system, please contact the job information line at 651-259-3637 or email careers@state.mn.us and indicate what assistance is needed.