

Specification for Class of

POLITICAL FINANCE SPECIALIST 2

Abolished Initially Effective January 13, 2006

Abolished Final Effective February 10, 2006

Definition: Within the Public Disclosure Commission, advises, counsels and assists candidates, elected officials, committee treasurers and lobbyists in complying with the public disclosure law. Conducts desk and field audits and investigations to verify compliance. Educate and assist filers to electronically file their reports.

Distinguishing Characteristics: The work differs from that of a Political Finance Specialist in that it requires more knowledge of political and lobbying practices, knowledge of the public disclosure law and its related rules, interpretations, applications, knowledge, and experience in auditing and investigative procedures.

Typical Work

Develops and maintains close working relationship with persons and organizations in assigned territory to promote maximum compliance with the law; identifies potential problem areas and outlines solutions;

Provides oral and written answers to questions arising from the public disclosure law; refers obscure, complex and unusual questions to senior personnel for guidance and resolution; suggests policy, procedure or changes to agency rules, if necessary;

Investigates complaints and allegations of violations of the law; prepares reports of findings for the Assistant Director; prepares evidence for enforcement hearings and court cases;

Recommends persons to be selected for audit; prepares audit plan; conducts comprehensive desk and field audits to verify compliance with the public disclosure law; conducts pre- and post-audit conferences to explain findings and recommendations; prepares written reports of findings and recommendations;

Provides guidance and direction to Political Finance Specialist with whom teamed;

Advises supervisor on agency policy for auditing practices and procedures; advises other staff on audit practices and procedures;

Performs other work as required.

Knowledge and Abilities

Knowledge of: accounting and auditing procedures or investigative techniques; political campaign management or lobbying.

Ability to: communicate effectively orally and in writing with people having a variety of backgrounds; analyze situations or problems and decide how the law applies to them; conduct complex audits and examinations and evaluate the relative importance of discrepancies; prepare complete, documented audit reports and present evidence in hearings; maintain calm in stressful situations; apply the law and related rules and decisions to actual work situations.

Minimum Qualifications

A Bachelor's degree which includes 10 semester or 15 quarter hours of accounting or finance coursework and two years of experience in accounting, auditing or examining records.

A Bachelor's degree which includes 10 semester or 15 quarter hours of accounting or finance coursework and three years experience serving as a treasurer for a county, state or national political party or; treasurer or manager of a non-profit organization.

Qualifying experience will substitute, year for year, for education, providing the specified 10 semester or 15 quarter hours of accounting or finance coursework has been completed.

OR

A Master's degree in business administration, finance or accounting or Certification as a Public Accountant. will substitute for one year of the required experience.

OR

One year as a Political Finance Specialist 1.

POLITICAL FINANCE SPECIALIST 2

13061

New class

Revised: 2-16-78

Title change (formerly Open Government Examiner): 11-13-87

Revised definition, distinguishing characteristics, and minimum qualifications and title change (formerly Political Finance Examiner): 9-13-91

Revised salary, class code (was 13060), definition, minimum qualifications:

07/01/01.