

WASHINGTON STATE DEPARTMENT OF PERSONNEL

Comment [BU1]: Times New Roman,
Pitch 12

Specification for Class of

POLITICAL FINANCE SPECIALIST 3

Abolished Effective February 10, 2006

Definition: Within the Public Disclosure Commission, as an expert in campaign finance and lobbying laws, advises, counsels and assists candidates, elected officials, committee treasurers and lobbyists in complying with the public disclosure law. Reviews records and reports and conducts audits and investigations to insure compliance with the law. Educate and assist filers to electronically file their reports.

Distinguishing Characteristics: The work differs from that of a Political Finance Specialist 2 in that this level is designated in writing by PDC management to be the recognized and accepted expert in campaign finance, personal financial affairs and lobbying laws. Investigations are high profile and/or may take six months or longer to complete.

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

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.

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 of experience as a Political Finance Specialist 2.

New class: 7-1-01