

Job Posting: Special Assistant to Administration and SFI

Attention Applicants: Please do not apply for this position using the MassCareers website. If you apply through the 'Apply Online' link on the MassCareers page, you will not be considered for this position.

How To Apply: Persons interested in being considered for this position should submit a cover letter and resume to David Wilson, Executive Director, at resume@mass.gov by January 27, 2023. Resumes submitted without a cover letter will not be considered.

You have successfully applied to the position only when you receive an e-mail from the State Ethics Commission. If you just receive an e-mail from MassCareers and not one from the Commission, you have not successfully applied. Please call 617-731-9500 with any questions.

The mission of the State Ethics Commission is to foster integrity in public service in state, county, and local government, to promote the public's trust and confidence in that service, and to prevent conflicts between private interests and public duties. We strive to accomplish this mission by conducting educational programs, providing clear and timely advice, and fairly and impartially interpreting and enforcing the conflict of interest and financial disclosure laws.

The **Special Assistant** will assist in administering the Statements of Financial Interests ("SFI") Program which manages the filing of annual financial statements (SFIs) by about 4,000 candidates for public office, elected public officials, and appointed public employees as required by the financial disclosure law, G.L. c. 268B.

The **Special Assistant** will also provide the Executive Director with administrative support.

Duties:

1. SFI Program administrative tasks:

- Provides administrative support for SFI Program.
- Monitors SFI email inbox and follows up on notices to ensure new and departing filer records are appropriately updated by SFI liaisons.
- Updates online SFI filing and management application ("SFI system") records, including merging duplicate filer records and assigning agency liaisons and Designators.
- Tracks on-season and off-season filers and creates filing reports using SFI system.
- Contacts filers who missed filing deadlines and assists in locating filers who have left their agencies.
- Provides administrative support for SFI liaison training seminars and other training events.
- Prepares and sends reminder messages to SFI liaisons, Designators and filers using SFI system.
- Provides support to SFI liaisons.
- Fulfills bulk public records requests for SFIs under guidance of the General Counsel and the Records Access Officer.

- Answers filers' non-legal questions about SFI System.

2. Assistance to the Executive Director:

- Assists Executive Director with scheduling of in-person and virtual meetings and appointments with staff and others.
- Assists Executive Director in developing meeting agendas, materials and summaries, and manages meeting room preparation, travel arrangements and attendee confirmation, as requested.
- Responsible for the timely and accurate completion of signature requests and other administrative deliverables and forms.
- Receives, screens and routes incoming calls, manages e-mail, and generates to-do lists for Executive Director.
- Drafts correspondence and memoranda requested by Executive Director.
- Assists with organization of Executive Director's office and files.
- Performs confidential Executive Administrative duties and projects.
- Performs other administrative tasks as assign by Executive Director.

3. Provides administrative support for Commission meetings and other Commission events:

- Coordinates with staff from all three Commission Divisions in support of monthly Commission meetings.
- Coordinates Commission special events and functions.

4. Other duties

- Covers the agency reception desk, which includes answering telephone calls, welcoming visitors, and processing mail, as needed.

Supervision:

The Special Assistant reports directly to the Executive Director but is supervised as to SFI administrative tasks by the Legal Division Deputy Chief/SFI or another member of the Commission's SFI Team designated by the Executive Director.

Qualifications:

- A minimum of five years of professional experience in an administrative role.
- Ability to complete projects and special assignments by establishing objectives, determining priorities, managing time, gaining cooperation of others, monitoring progress, problem-solving, and adjusting plans.
- Ability to handle highly sensitive and confidential information with appropriate discretion.
- Ability to make decisions that are based on specific instructions, standard practices, and established procedures.
- Proficiency with Microsoft Office.
- Strong written and oral communications skills.
- Ability to work with a diverse group of people.
- A professional demeanor and a friendly and helpful attitude.
- Strong customer service orientation and solid interpersonal skills.

- Strong organizational skills and attention to detail.
- Ability to work under time constraints and meet deadlines while multitasking.
- Honesty, discretion, punctuality, and reliability.
- Prior knowledge of the Commission and the SFI system is not required; the successful candidate will receive extensive on-the-job training.

Comments:

The duties of this position are performed on-site in the Commission's office and require full-time in-office work.

COVID-19 vaccination is required of all Commission employees. Absent an approved medical or religious accommodation or pregnancy exemption, all new hires must be fully vaccinated, including boosters, prior to beginning employment with the Commission.

All Commission employees must be sensitive to the confidential nature of the Commission's functions and must comply with all confidentiality requirements.

Salary:

The salary range for this position is \$55,000 to \$75,000 annually depending on experience. This position is funded from the Commonwealth's annual operating budget and is subject to appropriation.

The State Ethics Commission is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, pregnancy, age, national origin, disability, sexual orientation, gender identity or expression, or other factors protected by law.

Date Posted: December 22, 2022