

**SECRETARY OF STATE**  
CLASSIFICATION  
SPECIFICATION

**CLASSIFICATION SERIES:**  
Campaign Finance Examiner

**SERIES NO.:**  
6624S

**MAJOR AGENCIES:**  
Secretary of State Only

**EFFECTIVE DATE:**  
09/20/2000

**SERIES PURPOSE:**

The purpose of the campaign finance examiner occupation is to review campaign finance reports for appropriateness of contributions & expenditures or funds.

Note: The classification is restricted for use by the Secretary of State only.

**CLASS TITLE:** Campaign Finance Examiner 1

**CLASS NUMBER:** 66241S

**CLASS CONCEPT:**

The full performance level class works under general supervision & requires considerable knowledge of state statutes & agency standardized guidelines governing political campaign contributions in order to review campaign finance reports for appropriateness of contributions & expenditure of funds.

**CLASS TITLE:** Campaign Finance Examiner 2

**CLASS NUMBER:** 66242S

**CLASS CONCEPT:**

The full performance level class works under direction & requires thorough knowledge of state statutes & agency standardized guidelines governing political campaign contributions in order to review complex campaign finance reports for appropriateness of contributions & expenditures of funds, prepares reports of findings & recommendations and serves as lead worker providing general work direction and training of lower level examiners.

<b>CLASS TITLE:</b> Campaign Finance Examiner 1	<b>CLASS NUMBER:</b> 66241S	<b>BARGAINING UNIT:</b> 40
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**JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)**

Reviews campaign finance reports for timeliness of filing & completeness of information (i.e., names & addresses of contributors & payees, types of contributions & dates received, purpose of expenditures & dates incurred, copies of cancelled checks, signature of treasurer & accuracy of page totals) using standardized guidelines & checklists, requests additional information as needed & prepares referrals to Ohio Elections Commission for late reports or other violations. Prepares and submits weekly progress report.

Enters campaign data (e.g., information, date & type of reports filed, page totals, contributions/expenditure totals, microfilm number) into computer & generates reports.

Answers routine inquiries from campaign & political action committees regarding registration & reporting requirements & refers non-routine questions to Campaign Finance Examiner 2 or Campaign Finance Administrator.

Performs other general duties (e.g., types various materials, opens &/or sends out mail, photocopies, fax answers telephone).

**MAJOR WORKER CHARACTERISTICS:**

Knowledge of state law & agency standardized guidelines governing political campaign contributions/expenditures\*, fractions, decimals & percentages. Skill in data entry. Ability to deal with problems involving several variables within familiar context; read, copy & record figures; answer routine inquiries from campaign & political action committee members; gather, collate & classify information about data, people or things; move fingers easily to perform manual functions repeatedly.

(\*)Developed after employment.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**

Completion of undergraduate degree program or completion of paralegal certificate program.

Or 2 years experience in managing campaign finance activity for reporting entity.

Or 16 Semester or 24 quarter hours in finance or accounting.

**TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:**

Not applicable.

**UNUSUAL WORKING CONDITIONS:**

Not applicable.

<b>CLASS TITLE:</b> Campaign Finance Examiner 2	<b>CLASS NUMBER:</b> 66242S	<b>BARGAINING UNIT:</b> 40
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**JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)**

Reviews complex (i.e., new campaign finance law changes & regulations, reports involving two or more campaign finance issues) campaign finance reports for timeliness of filing & completeness of information (i.e., names & addresses of contributions & dates received, purpose of expenditures & dates incurred, copies of cancelled checks, signature of treasurer & accuracy of page totals) using standardized guidelines & checklists, requests additional information as needed & prepares referrals to Ohio Elections Commission for late reports or other violations. Serves as lead worker by providing work direction & training lower-level campaign finance examiners.

Research & analyzes campaign finance computer reports & prepares data as needed. Maintains campaign finance forms & responds to inquiries. Serves as primary operator of campaign finance database. Reviews database work performed by lower level examiners. Enters campaign data (e.g., registration information, date & type of reports filed, page totals, contribution/expenditure totals, microfilm number) into computer & generates reports.

Answers complex inquiries (i.e. new campaign finance laws & regulations) from campaign & political action committees regarding registration & reporting requirements; assists with specialized projects or assignments; attends and participates in meetings, Campaign Finance related hearings & Campaign Finance seminars; assists in review of campaign finance database. Serves as liaison to the Ohio Elections Commission. Prepares weekly progress reports.

**MAJOR WORKER CHARACTERISTICS:**

Knowledge of state law & agency standardized guidelines governing political campaign contributions/expenditures\*, employee training & development\*, fractions, decimals & percentages. Skill in data entry. Ability to deal with problems involving several variables within familiar context; read, copy & record figures; answer complex inquiries from campaign & political action committee members; gather, collate & classify information about data, people or things; move fingers easily to perform manual functions repeatedly.

(\*) Developed after employment.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**

Completion of undergraduate degree program or completion of paralegal certificate program,

Or 4 years experience in managing campaign finance activity for reporting entity,

Or 36 months experience as Campaign Finance Examiner 1, 66241S with 16 semester or 24 quarter hours in finance or accounting.

**TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:**

Not applicable.

**UNUSUAL WORKING CONDITIONS:**

Not applicable.