



The Oregon Secretary Of State's Corporation Division is Recruiting for a

Compliance Support Specialist (Compliance Specialist 1)

Application Deadline: 07/26/2026



MONTH/PERS*

\$4,822 - \$7,224



MONTH/NON-PERS*

\$4,550- \$6,627

ABOUT THE AGENCY

The Oregon Secretary of State is one of three constitutional offices created at statehood. As an independent constitutional officer, the Secretary of State answers directly and solely to the people of Oregon.

Our Mission

Build trust between the people of Oregon and our state government so that public services can make a positive impact in peoples' lives.

Our Vision

We envision an Oregon without barriers, where we lead with our values and believe every voice should be heard. We do so by:

- Building equitable access to our democracy.
- Making tools easily available to achieve economic success.
- Ensuring state resources are used sustainably, efficiently and accountable to the public.
- Honestly acknowledging Oregon's history.

The Secretary of State employs approximately 245 full-time, part-time, and temporary employees. The Secretary oversees the functions of seven program divisions: Archives, Audits, Corporation, Elections, Business Services, Information Systems, and Human Resources.

Our Values

Access For All

We elevate equity through identifying and actively eliminating barriers.

Authenticity

We have integrity and are honest and true to ourselves and others.

Clarity

We share stories, using plain language to increase understand and impact.

Respect

We are committed to serving the people of Oregon and strive to understand all viewpoints.

Service

We are responsive and prioritize the needs of current and future Oregonians we serve.



CLASSIFICATION: Compliance Support Specialist

WORKING TITLE: Compliance Specialist 1

CLASS NUMBER: C5246

ANNOUNCEMENT NUMBER: REQ-201386

POSITION DESCRIPTION

The primary purpose of this position is to ensure compliance with regulatory requirements by providing customer assistance, conducting thorough document review and processing, and fulfilling public records requests for all Division sections and programs.

This position provides customer assistance and support on Corporation Division programs and services through phone calls, emails or counter service and processing documents related to business filings, Notary, and UCC. This is accomplished in part, but not limited to:

- Provide the public by telephone, email or in person with interpretation and explanation of laws, rules, policies, procedures to assure compliance of all documents being filed, or information requested relating to all Corporation Division programs. Clarify issues with customers and resolve problems or complaints. Seek assistance from manager or team lead when necessary.
- Provide technical assistance to customers filing in our online applications. This will include basic troubleshooting of switching browsers, clearing cache, clarifying, and clearing system error messages to complete application.
- Research agency records to respond to customer inquiries, including information from databases, knowledge articles and website tools.
- Document phone calls through a case management system, which includes customer contact information, core reason for customer call and resolution.
- Refer customers to other division/agency staff, or to other state, federal or local government agencies for assistance.

For explicit duties, please request a copy of the position description from HR.SOS@SOS.oregon.gov.



TO QUALIFY

Studies have shown that women and people of color are less likely to apply for jobs unless they meet every one of the qualifications listed. We are most interested in finding the best candidate for the job, and that candidate may be one who comes from a less traditional background. We would encourage you to apply, even if you don't meet every one of our qualifications listed.

Your application must demonstrate education and/or experience in the following:

Two years experience doing administrative research that included compiling and evaluating facts to recommend management action, or decide eligibility or compliance with program guidelines and regulations.

Note: college-level course work may substitute for the experience on the basis of 45-quarter units per year of experience, up to a maximum of one year.

- Strong focus on providing courteous, knowledgeable, and timely service to the public.
- Experience responding to inquiries and providing information via telephone, email, and written correspondence to both internal and external customers.
- Proficient in entering and retrieving data from computer databases while managing calls and customer interactions simultaneously.



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As the most competitive candidate, your application will demonstrate the following skills and experience:

- Experience doing administrative research that included compiling and evaluating facts to determine compliance with program guidelines and regulations. Familiarity of Oregon Administrative Rules (OAR), Oregon Revised Statutes (ORS).
- Demonstrate strong organizational skills. Ability to perform with a high degree of accuracy, excellent attention to detail and good judgement while using multiple computer systems in a fast-paced environment.
- Strong problem-solving skills with the ability to assess situations, identify practical solutions, and consider all perspectives to resolve issues fairly and effectively.
- Excellent written and verbal communication to effectively interact with the public through multiple communication channels which include Call Center, email and in person customer contacts.
- Flexibility to adjust to changing priorities, workloads, and regulations in a fast-paced environment.
- Demonstrate Strong sense of integrity, confidentiality, and professionalism in all aspects of work
- Preference may be given to applicants who demonstrate strong writing skills and/or those that are Russian/English bilingual.*



How to Apply

This recruitment will close on Sunday, July 21, 2026 at 11:59 pm.

Current State of Oregon employees
must apply in Workday under the
Career worklet here:

[Apply Here](#)

Non-state of Oregon employees
must apply here:

[Apply Here](#)



We are not looking for people who are looking for a job, we are looking for people who want to serve the State of Oregon and make a difference in others' lives.

ADDITIONAL INFORMATION

The state of Oregon has moved to an online application system, Oregon E-Recruit System. All current employment opportunities can be found on the Oregon job opportunities page for non-state of Oregon employees.

Application materials must be received by the close date and must be complete and legible. The Secretary of State's office is not responsible for materials that are late, misdirected, illegible or missing as a result of transmitting through the State of Oregon, Workday system.

No exceptions will be made.

Please pay special attention to the application instructions in the announcement to ensure your application materials are submitted correctly.

Veteran's Preference:

Eligible veterans who meet the qualifications will be given veterans' preference. To receive preference, you MUST attach appropriate documentation when Workday prompts you to in a follow-up action.

If you are a veteran or disabled veteran, please include a copy of your Certificate of Release or Discharge from Active Duty (DD Form 214 or 215) or a letter from the US Dept. of Veteran's Affairs indicating receipt of a non-service-connected pension. Disabled Veteran's must also submit a copy of their Veteran's disability preference letter from the Dept. of Veteran Affairs unless the information is included in the DD Form 214 or 215. Do not include veteran documents in your initial application.

The Secretary of State's Office does not have procedures or policies in place for VISA sponsorships. Within three-days of hire, you will be required to complete the US Department of Homeland Security's I-9 form confirming authorization to work in the United States.

The selection process consists of a review of your application materials and an evaluation of your education, experience, and training. Please note that your response will also be evaluated for grammar, spelling, and punctuation. Qualified applicants whose background most closely matches the needs of the position will be invited to interview. Final candidates may be asked to participate in additional interviews.

The Oregon Secretary of State is an equal opportunity, affirmative action employer committed to a diverse, inclusive and welcoming workplace.



THE WILLAMETTE VALLEY

The Willamette Valley and surrounding area is rich in recreational activities with many parks, rivers, lakes, and mountains to enjoy. Hiking, fishing, hunting, biking, boating, equestrian, kayaking and whitewater rafting, and organized children's sports and activities abound. Salem is also home to many artisan markets, theatres, museums, art and music festivals, and the Oregon State Fair. A short drive to the east of Salem is world-class skiing in the Cascade Mountains. To the west are many beautiful public beaches on the Pacific Ocean. An hour's drive north of Salem is Portland, Oregon's cultural hub and largest city. To the south, are the breathtaking rivers and canyons of the beautiful Rogue Valley. The south also hosts many cultural events such as the world-renowned Oregon Shakespeare Festival, held every summer in the quaint college town of Ashland.



[The Willamette Valley](#)



[Salem](#)



[Wilsonville](#)



[Portland](#)

COMPENSATION AND BENEFITS

What's in it For You

Family Friendly Work Life Balance

(Paid time off: 12 holidays, 3 personal days, short and long term disability benefits, generous vacation accrual, and sick leave).

Take Care of Yourself and Your Family

(Comprehensive employee benefits, choice of medical plans, vision plan, life insurance, child care flexible spending account, employee assistance program).

Celebrate Uniqueness

Diversity and **inclusion** are cornerstones of our values. We recognize that diversity and inclusion are critical to developing a talented, high-performing workforce and are committed to providing a supportive work environment in which all of our employees can thrive and reach their full potential. We strive to maintain a culture that attracts, develops and retains a diverse workforce that closely

mirrors the residents of our community. We learn from and respect the cultures in which we operate and value the uniqueness of individual talents, experiences and ideas.

Invest in Your Future:

(Pension plan, deferred comp, short and long term disability plan, flexible spending accounts for healthcare and dependent care).

Be Appreciated

(Employee recognition events, agency unique employee recognition program allowing for additional leave options such as vacation buy-out and sick leave roll-over, dynamic employees doing impactful work).

ADA

At the Secretary of State, we value community and foster a sense of belonging for our employees.