



Secretary of the Commission

The United States Election Assistance Commission (EAC) was established by the Help America Vote Act of 2002 (HAVA). The agency is charged with developing guidance to meet HAVA requirements, adopting voluntary voting system guidelines, accrediting testing laboratories, certifying voting systems, maintaining the national mail voter registration form, auditing the use of HAVA funds, and serving as a national clearinghouse of information about election administration. Four commissioners, appointed by the president and confirmed by the U.S. Senate, are responsible for setting policy and assuring the mission of the EAC is carried out.

The Secretary of the Commission reports to the Chief Operating Officer (COO) and is responsible for the day-to-day administration of Commission meetings and all associated agendas, information and certifications; responding to requests for information; assisting in fulfilling Sunshine Act requirements; and serving as a liaison among the Commissioners and EAC staff. As Secretary of the Commission, the incumbent monitors staff compliance of pending issues and commitments; processes and controls Commission correspondence; maintains the Commission historical paper records collection; and administers the EAC historical program. The Secretariat also integrates automation initiatives into the Commission's administrative systems.

Qualifications: A Bachelor's degree and comprehensive knowledge of federal election administration, HAVA and NVRA; experience working for a collegial body; knowledge of FOIA and the Sunshine Act; and excellent supervisory skills.

You will need to successfully complete a background security investigation before you can be appointed into this position.

You will be required to make occasional travel.

Qualified applicants should go to www.usajobs.gov (Job#EAC-09-03) for more information. Application materials must be submitted by the deadline: Friday, March 27, 2009. EAC is an equal opportunity employer.