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Deputy Public Records Advocate

📍 Salem | DAS | Executive Building

Posted Today

Apply

Full time

Initial Posting Date:

02/02/2022

REQ-84669

Application Deadline:

03/13/2022

Agency:

Department of Administrative Services

Salary Range:

\$6,285 - \$9,254

Position Type:

Employee

Position Title:

Deputy Public Records Advocate

Job Description:

Senior Recruiter Position Overview:

The Deputy Public Records Advocate will be responsible for providing expert legal advice and interpretation in the area of public record law and fulfilling the core function of providing legal mediation and training to public employees and members of the public. This includes training related to the requirements of the public records law and interpretation of best practices.

About Us



Oregon state government is a large organization by nearly any standard. With over 40,000 employees working all over the state, in small communities and large, we are proving that government can be innovative.

We work as a team, challenging ourselves to be better, faster and more efficient with taxpayer dollars.

After all, when every day we are responsible for caring for the needs of a diverse population and thriving business community, we simply must have the best and brightest workforce. If you take responsibility for your actions, are pas-



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records policies, inform legislative concepts, and opine on the state of the law.

The Advocate is responsible for:

- Providing dispute resolution services at the request of government bodies or public records requesters.
- Providing training on public records laws and best practices.
- providing guidance and advice on the public records law, including policy formulation, upon request; and
- Serving as a voting member and executive director of the Public Records Advisory Council.

The Deputy Public Records Advocate is part of the PRA, serving as the highest classified position, other than the director. If you'd like to know more about the position, please click [here](#).

The Benefits of Joining Our Team

This team focuses closely on collaboration to support fellow teammates, while ensuring safety and looking for ways to innovate.

Additional benefits include:

- Work/life balance, 10 paid holidays a year, and a [competitive benefits package](#)
- Advancement and learning opportunities that will help grow your career with the State of Oregon
- [Get There](#) - Oregon's easy-to-use carpool matching tool and trip planner
- Live, work, and play in [Salem, Oregon](#)

What Are We Looking For?

A Bachelor's Degree in Business or Public Administration, Behavioral or Social Sciences, Finance, Political Science, Law or any degree demonstrating the capacity for the knowledge and skills; and five years professional-level evaluative, analytical and planning work related to public records.

OR;

Any combination of experience and education equivalent to eight years of experience related to public records.

Additional Requirements: Due to the nature of the duties, this position is statutorily mandated to be in good standing with the Oregon State Bar. In good standing means that the applicant is currently admitted to practice law before the bar, has their admission to the

door to many possibilities. From entry level to executive, outdoor work to policy setting, we have a role for nearly every calling, expertise and background. If you're looking at us from across the country (or beyond!), know that Oregon is one of the most beautiful places on earth. Made up of seven diverse regions, Oregon has the ocean, mountains, valleys, high desert, cities, small towns, and almost everything in between.

Oregon "[flies with her own wings](#)."

Similar Jobs

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skills, background, and experience:

- Conducting both in-person and virtual trainings about the public records law to public bodies and members of the public. Provide legal expertise, guidance and interpretation of public records law and best practices.
- 1 - 3 years of legal practice
- Experience providing expertise and guidance to various parties on public records law and practices, including but not limited to: members of the public, the media, state employees, records custodians, agency leadership and legislators.
- Conducting both formal and informal mediations between requestor of public record and custodian of public record to resolve disputes relating to public records requests.
- Experience drafting, reviewing, and revising public records policies of public entities.

The State of Oregon requires all executive branch employees to complete their COVID-19 vaccination series or have an approved exception to the requirement due to a medical condition or sincerely held religious belief. Successful candidates for this position must submit vaccination documentation or be approved for an exception prior to their first day of employment. Failure to provide proof of full documentation or receipt of an approved exception will lead to withdrawal of the job offer. For more information, visit our policy listed [here](#).

How to Apply

- Current State of Oregon employees - You must apply through your employee [Workday](#) account. At the time of application, please attach your current **cover letter** and **resume**
- External Applicants - Please visit the [State of Oregon job opportunities webpage](#) to submit your application for the position, which includes your current **cover letter** and **resume**

After You Apply

- Log in to your Workday account before the job an-



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section.

- Be sure to check both your email and Workday account for updates regarding this recruitment

Want to Know More? Let Me Help!

- Your candidate profile, cover letter, and resume are the perfect place to display your interest in the position and highlight the skills and experience you will bring, making you the best candidate for the position. Submissions are screened for consistency of information and communication skills at the professional level (attention to detail, spelling, grammar, etc.)
- The salary listed is the non-PERS qualifying salary range. If the successful candidate is PERS qualifying, the salary range will reflect the additional 6.95%. Please review the [Classification and Compensation](#) page for more details, or you may [visit our website](#) for information on Pay Equity
- If you have questions about the job announcement, or need an alternate format to apply, please contact the Talent Acquisition Consultant Phillip Peterkin at: Phillip.peterkin@das.oregon.gov | 971-701-1142
- Finalists will be subject to a computerized criminal history check. Adverse background data may be grounds for immediate disqualification
- Agency does not offer visa sponsorship. Within three days of hire, applicants will be required to complete I-9 documentation and confirm authorization to work in the United States. If your employment authorization and documentation is contingent on sponsorship now or in the future, you will not meet Agency employment eligibility standards
- Eligible veterans who meet the qualifications will be given veterans' preference. For further information, please see the following website: [Veterans Resources](#), or call Oregon Department of Veterans' Affairs at: 1-800-692-9666 NOTE: If claiming veterans' preference please be sure to check your Workday account for pending tasks or actions under your "My Applications" section
- This announcement is for one, full-time, permanent, Operations and Policy Analyst 4; This recruitment may be used to fill future vacancies



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[Pay Equity Information & Resources](#)

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The Department of Administrative Services is an Equal Opportunity, Affirmative Action Employer Committed to Workforce Diversity

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