

**EXCITING OPPORTUNITY!**  
**THE SECRETARY OF STATE IS ACCEPTING**  
**APPLICATIONS ON BEHALF OF THE PUBLIC**  
**RECORDS ADVISORY BOARD**  
**FOR A**  
**PUBLIC RECORDS ADVOCATE**

**T**he Position



Secretary of State Dennis Richardson will be accepting applications to fill a vacancy in the office of the Public Records Advocate, which was created by [SB 106](#) (2017). Secretary Richardson is the chair of the Public Records Advisory Council, which will consider applications and forward three nominees to Governor Kate Brown. The nominee appointed by the Governor must be confirmed by the Oregon Senate before taking office.

The Public Records Advocate will provide facilitated dispute resolution services for public records requests and conduct trainings on the requirements and best practices for processing and responding to public records requests. The Public Records Advocate will be appointed to a four-year term, will be located in the State Archives Building, and will serve in the unclassified service. The Public Records Advocate will be responsible for setting up the new Public Records Advocate Office, hiring a deputy, and overseeing a legislatively approved budget of \$633,187 for the 2017-19 biennium.

**T**o Qualify

Senate Bill 106 requires the Public Records Advocate to be a member in good standing of the Oregon State Bar. Applicants who are not yet members of the Oregon State Bar but who can become so quickly are also encouraged to apply. Applicants with a wide variety of backgrounds and experiences are encouraged to apply, especially veterans.

Desired attributes include:

- Familiarity with public records laws.
- Experience with facilitated dispute resolution or other mediation.
- Conducting public trainings.
- Managing a small group of employees.



# **H**ow to Apply

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Interested applicants should email applications to: Melissa Gubbels, Senior Human Resources Analyst, Office of the Secretary of State, at: [melissa.j.gubbels@oregon.gov](mailto:melissa.j.gubbels@oregon.gov) Applications are due by 11:00 p.m. on October 1, 2017. Applications must include a cover letter, resume, and writing sample (or excerpt) that is no longer than five pages.

The Public Records Advisory Council will meet in the State Archives Building October 3 to decide which applicants to interview. Section 9 of SB 106 requires the Council to hold its first meeting within ten business days of Senate confirmation of Council members, which occurred on September 19, 2017.

For questions about the application process, please contact Melissa Gubbels at 503-986-2169. For questions about the Public Records Advisory Council, please contact Steve Elzinga at 503-986-2259.

*\*The Public Records Advocate's salary and benefit package has not been finalized but will be decided by the Public Records Advisory Council and Department of Administrative Services. The position is expected to be filled at the equivalent of a Principle Executive Manager G Level, which has a salary range that varies between \$7,352 and \$13,816 per month.\**

For more information on the Public Records Advisory Council please visit:

<http://sos.oregon.gov/archives/Pages/public-records-advisory.aspx>

***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.***