

Total Points: 86

2
15
17
22
15
17 86

Interview Questions
Elections Administrator Position

Applicant: TERRY THOMPSON Rater: JIM L Date: 2/6/2024

4 1. What interests you about the Elections Administrator position and why did you apply?

FOLLOWING EVENTS OF EA - MAKE A + OUT OF A -
NO CONFLICT OF INTEREST - CHAIR PUBLIC SAFETY.
WANTS THINGS TO BE SOLUTION. LOVES GF AND PEOPLE

5pts. - Thorough response 3pts. - Moderate response 1pt. - Minimal response Opts. - No response

5 2. Please tell us about yourself and your work history, education and experience as it pertains to the Elections Administrator position.

GREW UP ON CATTLE RANCH - TEMP AGENCY
1994 - GF - 2 CHILDREN OPS. MANAGER BUSINESS MANAGER - HR RESPONSIBILITIES
CEO GF REALTORS - GOV AFFAIRS DIR. - NON-PROFIT EXPOSURE
LIKE ACCOUNTING

5pts. - Thorough experience 3pts. - Moderate experience 1pt. - Minimal experience Opts. - No experience

3 3. The Elections Administrator reviews, interprets and implements complex laws, regulations and polices that vary for each election, change often and relate to the voter registration system, conducting elections, voting processes, candidate requirements, campaign finance disclosure process, accessibility and other activities. Please describe your understanding of and the direct involvement and experience you possess that specifically relates to these election duties, responsibilities and activities.

NOT EXPERIENCED BUT ABILITY TO FIND AND LEARN THE LAW + REGS
RESEARCHER -> DETAILED ISSUES OF EA - TRAININGS

5pts. - Thorough experience 3pts. - Moderate experience 1pt. - Minimal experience Opts. - No experience

3 4. What is your specific experience working with and operating within the parameters of the Monana Code Annotated and the Administrative Rules of Montana as they pertain to elections and how do you plan on becoming an authority on state and federal election laws and rules?

HAS EXPERIENCE WITH MCA AND ARM - CONTACTS WITH EA ISSUES
USE THIS EXPERIENCE IN EA POSITION. IMPORTANT TO KNOW ISSUES

5pts. - Thorough experience 3pts. - Moderate experience 1pt. - Minimal experience Opts. - No experience

3 5. The Montana Secretary of State's Office has the ElectMT program that provides daily zoom trainings and there are other resources for training on SharePoint that provides videos from townhalls, various training and other important documents about ElectMT. Please describe your thoughts on obtaining or participating in training in this manner.

WILL GO TO TRAININGS ANYWHERE FOR ELECT MT RESOURCES.
TRAIN STAFF AS WELL

5pts. - Thorough response 3pts. - Moderate response 1pt. - Minimal response 0pts. - No response

4 6. What do you consider the most important and fundamental aspects of elections?

FAIR, OPEN, SECURE, VOTER BE FRUSTRATING OF PROCESSES.

5pts. - Thorough response 3pts. - Moderate response 1pt. - Minimal response 0pts. - No response

2 7. Given the current political attention and scrutiny of election offices across the Country, what makes you want this position and how do you plan on handling the stress and pressure that may go along with such scrutiny?

NOT AFRAID OF SCRUTINY, REPORT TO BOD, NOT THE MEMBERS.
STAY THE COURSE OF BELIEFS. STAND STRONG IN FACE OF PRESSURE

5pts. - Thorough response 3pts. - Moderate response 1pt. - Minimal response 0pts. - No response

3 8. The Elections Administrator provides information and handles correspondence with the public, candidates for office, the media and representatives of other political subdivisions or government agencies. Please provide an example that illustrates your experience communicating about particularly complex or controversial issues.

EXAMPLE OF ISSUE OF CONFLICT,
COMMUNICATING POSITIVELY WITH DENIERS. CAREFUL WHAT IS SAID,

5pts. - Thorough experience 3pts. - Moderate experience 1pt. - Minimal experience 0pts. - No experience

5 9. Attention to detail is an essential part of this position, a single typographical error or misread could potentially jeopardize the entire election. What methods or safeguards would you utilize to ensure that every detail has been checked and is accurate?

VERY DETAILED
PROOF READ THEN HAVE STAFF PROFF. CROSSTRAINS STAFF
DETAIL IN STAFF AS WELL TRAINING

5pts. - Thorough response 3pts. - Moderate response 1pt. - Minimal response 0pts. - No response

- 3 10. Without breaching any confidentiality, please describe a situation where you had to act quickly to correct a problem. Could the problem have been prevented by closer monitoring? What did you do and what was the result?

PHONE RINGING WHILE IN CONFERENCE, NEED PROBLEM SOLVE 1000 MI AWAY, PERSON FOUND AND FIRED.

5pts. - Thorough response 3pts. - Moderate response 1pt. - Minimal response Opts. - No response

- 4 11. Without breaching any confidentiality, please describe a time when you took personal accountability for a conflict and initiated contact with the individual(s) involved to explain your actions to resolve the conflict.

SELF HANDLING PAC MONEY, AUDITED AMOUNTS, ILLEGAL ACTIVITY GOING ON, DIVIDING UP PAC MONEY, EXPOSE ACTIVITY. ^{CR}REPORTS FILED WERE CORRECT.

5pts. - Thorough experience 3pts. - Moderate experience 1pt. - Minimal experience Opts. - No experience

- 4 12. The Elections Administrator will serve as the Elections Department manager and will supervise staff directly and indirectly and provide guidance and assistance to staff encountering difficult problems related to elections. Please describe your experience and involvement in dealing with supervisory issues.

CELL ONE JOB - MANAGED STAFF. DEAL WITH HOME PROB; FIND HOW EMPLOYEES DIFFER. GET TO PROBLEM RIGHT AWAY, TALK THINGS OUT

5pts. - Thorough experience 3pts. - Moderate experience 1pt. - Minimal experience Opts. - No experience

- 5 13. What would you do to promote and foster cohesiveness and productivity in your team?

EMPLOYEES BE PART OF TEAM. FEEL POSITIVE ABOUT TEAM, TRAIN STAFF TO BE INVOLVED, TRAIN TO THEIR STRENGTHS.

5pts. - Thorough response 3pts. - Moderate response 1pt. - Minimal response Opts. - No response

- 3 14. Have you ever had to settle a conflict between two people on the job? While maintaining employee privacy of those concerned, what was the situation and what steps did you take?

LONGTIME EMPLOYEE TAKE SMOKE BREAK 10 TIME DAY, OTHER STAFF NOT LIKE IT, CONFLICT ENSUED, SAT DOWN TOGETHER, RESOLVED

5pts. - Thorough experience 3pts. - Moderate experience 1pt. - Minimal experience Opts. - No experience

- 3 15. Please provide us with a specific example when you had to conform to a policy that you did not agree with and how you handled the situation?

PRESENT ALL INFO SO DECISION WOULD BE MADE WITH CORRECT INFO, INVOLVED IN AUDIT BR. PROCESSES - CONFORM WITH POLICY

5pts. - Thorough experience 3pts. - Moderate experience 1pt. - Minimal experience Opts. - No experience

21 16. Please describe your approach to and direct experience in developing and managing a governmental budget? Please describe your direct experience in presenting a governmental budget to a board or committee for review and approval. NO EXPERIENCE IN GOVT BUDGET
 A GOOD AMOUNT OF EXPERIENCE WITH CORPORATE BUDGET, CONTROL INCOME & OUTGO. ZERO BASED BUDGETING
 KEEP HISTORICAL RECORD OF BUDGET. ATTENDED CITY BUDGETING.
 5pts. - Thorough experience 3pts. - Moderate experience 1pt. - Minimal experience 0pts. - No experience

2 17. On many occasions, supervisors have to make difficult decisions. While maintaining employee privacy of those concerned, please describe the most difficult decision you have had to make as a supervisor and what was your decision-making process?
 LONG TIME EMPLOYEES. TOO MANY BREAKS & WORK NOT GETTING DONE.
 FIRED SOMEONE AS A FRIEND

5pts. - Thorough experience 3pts. - Moderate experience 1pt. - Minimal experience 0pts. - No experience

3 18. What was the most high-pressure situation you have been under as a supervisor in recent years and how did you cope with it? What, if anything, would you change and why?
 EMPLOYEE - THEFT AT RETAIL STORE. CAUGHT, IN JAIL, BAIL OUT.
 WORK BEGINNING TO FAIL. DISCRIMINATION WAS CLAIMED - NOT TRUE
 TRIED TO HELP, BACKFIRED.. EMPLOYEE FIRED.
 5pts. - Thorough experience 3pts. - Moderate experience 1pt. - Minimal experience 0pts. - No experience

2 19. Tell us about a new policy or idea that you recently implemented which was considerably different from the former procedure? What approach did you take? What did you have to consider before moving forward?
 CHANGE ADVERTISING BROKERAGE, TRAINING MONTHLY
 POWER POINT TO TRAIN BROKERAGE/CODE OF ETHICS.

5pts. - Thorough experience 3pts. - Moderate experience 1pt. - Minimal experience 0pts. - No experience

4 20. You suspect that an employee is abusing their sick time. For the 4th time this month the employee called in sick with a headache. Co-workers are becoming upset handling the extra workload. How are you going to approach this situation and what, if any potential disciplinary steps would you consider taking with the employee?
 INVESTIGATE WHY EMPLOYEE SICK TIME. KEEP RECORDS
 MARRIAGE FIX PROBLEM.

5pts. - Thorough response 3pts. - Moderate response 1pt. - Minimal response 0pts. - No response

- 3 21. An employee comes to your office and says "I want to tell you something, but you need to promise me that you will keep it confidential. You can't tell anyone." How do you respond?

FIND WHY IT IS CONFIDENTIAL. IS IT LEGAL. HARMED?
SIGNED AGREEMENTS

5pts. - Thorough response 3pts. - Moderate response 1pt. - Minimal response 0pts. - No response

- 5 22. The integrity of the operations in the Elections Office is questioned by the public. Some of those public members request a meeting with you to discuss their concerns. Their concerns range from the security of equipment to the accurateness of office procedures. How do you handle the meeting?

INVITE THEM IN. BOTH SIDES TO WORK TOGETHER. ATTITUDES & BELIEFS.
WHY THEY HAVE BELIEFS. PARTNER WITH GROUPS

5pts. - Thorough response 3pts. - Moderate response 1pt. - Minimal response 0pts. - No response

- 4 23. The Elections Administrator is responsible for performance testing and certification of the Vote Tabulation Machines. Please describe in detail your understanding of and experience in conducting such testing and certification and explain in detail what is required and how that is accomplished.

HAVE NOT WORKED IN ELECTIONS. TEST AND ACTUAL SHOULD MATCH.
MULTIPLE PEOPLE WATCH. TRAIN SELT

5pts. - Thorough experience 3pts. - Moderate experience 1pt. - Minimal experience 0pts. - No experience

- 3 24. There are peak times throughout the year which require long hours and late nights, weekends, and on-call emergencies. Is there a schedule that will not work for you or any challenges for you with this requirement? NO PROBLEMS, AWARE OF TIME CONSTRAINTS,

5pts. - Thorough response 3pts. - Moderate response 1pt. - Minimal response 0pts. - No response

Energetic
Happy
Well-prepared
Well-spoken

Total Points: 106

Interview Questions Elections Administrator Position

Applicant: Terry Thompson Rater: Commissioner Brilliandi Date: 2/06/2024

1. What interests you about the Elections Administrator position and why did you apply?

Following election office. Research. Attended 12-12-2024 mtg. Advocate for people of community. Division in community on party lines. Set mind to do things. Goals can be a solution to injured community. non partisan factors

5pts. - Thorough response 3pts. - Moderate response 1pt. - Minimal response 0pts. - No response

2. Please tell us about yourself and your work history, education and experience as it pertains to the Elections Administrator position.

Work- ethic from cattle ranching, Husband in Navy. CA then adv. classes. Then back to GF. Ops Mgr. Bus Ops Mgr. HR education w/ this. Inventory budgeting of 3 state locations. Worked for Home Builder, then CEO of GF Realtors. Polit Affairs Director. Non-profit experiences. Complaints administrator. Fund raising. Filed Q and CA's recently.

5pts. - Thorough experience 3pts. - Moderate experience 1pt. - Minimal experience 0pts. - No experience

3. The Elections Administrator reviews, interprets and implements complex laws, regulations and polices that vary for each election, change often and relate to the voter registration system, conducting elections, voting processes, candidate requirements, campaign finance disclosure process, accessibility and other activities. Please describe your understanding of and the direct involvement and experience you possess that specifically relates to these election duties, responsibilities and activities.

Only candidate to not have worked in the office but retains fortitude to find answers. COPP, MCA, handbooks, guides, etc. State to be a researcher. Timely. Detail. Lives by Calendars. Will find skillsets. Communication.

5pts. - Thorough experience 3pts. - Moderate experience 1pt. - Minimal experience 0pts. - No experience

4. What is your specific experience working with and operating within the parameters of the Monana Code Annotated and the Administrative Rules of Montana as they pertain to elections and how do you plan on becoming an authority on state and federal election laws and rules?

Mostly CEO of GF Realtors for MCA exposure. Utilize background experience. Has written and taught Realtor Code of Ethics. Has created brochure w/ ballot face for NC. Due to lack of elections specific - I rate lower than I believe her knowledge of MCA and gains of such is.

5pts. - Thorough experience 3pts. - Moderate experience 1pt. - Minimal experience 0pts. - No experience

5. The Montana Secretary of State's Office has the ElectMT program that provides daily zoom trainings and there are other resources for training on SharePoint that provides videos from townhalls, various training and other important documents about ElectMT. Please describe your thoughts on obtaining or participating in training in this manner.

Client currently 100% on home now, accountability factor addressed, no problem.

5pts. - Thorough response 3pts. - Moderate response 1pt. - Minimal response 0pts. - No response

6. What do you consider the most important and fundamental aspects of elections?

Fair, open, secure, transparency. Trust by electors that process is these 3. Accurate elections. Amplified "Trust".

5pts. - Thorough response 3pts. - Moderate response 1pt. - Minimal response 0pts. - No response

7. Given the current political attention and scrutiny of election offices across the Country, what makes you want this position and how do you plan on handling the stress and pressure that may go along with such scrutiny?

Crazy. Been monitoring situation. Senior people can be difficult. Problem solver. Years of leadership training. Confident. 300+ health members that believed they were boss. Fairness in determining criteria. "Perception is Peoples reality".

5pts. - Thorough response 3pts. - Moderate response 1pt. - Minimal response 0pts. - No response

8. The Elections Administrator provides information and handles correspondence with the public, candidates for office, the media and representatives of other political subdivisions or government agencies. Please provide an example that illustrates your experience communicating about particularly complex or controversial issues.

Public comment. BSCMA scenario. Controversial and complex. Put back to peoples ideals and beliefs. Media complications. ~~but~~ Coalition formed for legislation. Complex in communications aspects. Member did question a year later. Liabilities considered.

5pts. - Thorough experience 3pts. - Moderate experience 1pt. - Minimal experience 0pts. - No experience

9. Attention to detail is an essential part of this position, a single typographical error or misread could potentially jeopardize the entire election. What methods or safeguards would you utilize to ensure that every detail has been checked and is accurate?

"If you do this this is what it means for voter". Consequences. Suggests 2 or more double checking accuracy. Believes in cross training. Doesn't want power and believes cross training is powerful. Audit each other and be accountable to each other.

5pts. - Thorough response 3pts. - Moderate response 1pt. - Minimal response 0pts. - No response

10. Without breaching any confidentiality, please describe a situation where you had to act quickly to correct a problem. Could the problem have been prevented by closer monitoring? What did you do and what was the result? *Example of being @ conference, affiliate can't access building rented (rental), Action of staff impacting not just self and staff, but others. Alarm company notified and resolved. Employee terminated.*

5pts. - Thorough response 3pts. - Moderate response 1pt. - Minimal response Opts. - No response

11. Without breaching any confidentiality, please describe a time when you took personal accountability for a conflict and initiated contact with the individual(s) involved to explain your actions to resolve the conflict. *Example - PAC fund @ Reactors. She handled PAC money because employee had stolen money prior. Discovered fraud in PAC money, Reported to all entities, Realized serious actions were going to take place once exposed. Personally accountable because she was assigned to handle money. Explained position, what done. Personally up the ladder.*

5pts. - Thorough experience 3pts. - Moderate experience 1pt. - Minimal experience Opts. - No experience

12. The Elections Administrator will serve as the Elections Department manager and will supervise staff directly and indirectly and provide guidance and assistance to staff encountering difficult problems related to elections. Please describe your experience and involvement in dealing with supervisory issues. *cellular One 20 reps in 3 states supervised. Realizes personal issues are brought to work. Listens, takes time for individuals. Realizes each have different learning styles and how they receive information. Realizes closeness in relationship can deter action. Keep it right away open. Evaluation*

5pts. - Thorough experience 3pts. - Moderate experience 1pt. - Minimal experience Opts. - No experience

13. What would you do to promote and foster cohesiveness and productivity in your team? *People want to be 100% part of team. Regular meetings. Make them feel what they are doing is important. Resolve issues quickly. Job change - title change? Give more leadership - not a micro-manager. Professional development - communicate. Help them understand - foster team.*

5pts. - Thorough response 3pts. - Moderate response 1pt. - Minimal response Opts. - No response

14. Have you ever had to settle a conflict between two people on the job? While maintaining employee privacy of those concerned, what was the situation and what steps did you take? *Long time staff person - smoke breaks. Conflict w/ relief @ front desk. Then ^{confidentially} broken between two. Brought all parties to table and it was resolved.*

5pts. - Thorough experience 3pts. - Moderate experience 1pt. - Minimal experience Opts. - No experience

15. Please provide us with a specific example when you had to conform to a policy that you did not agree with and how you handled the situation? *Natl Assn. of Reactors conference where policies were changed. Brought policies to peers to decide, not influence or scold. Let them decide from there. Knows how boards function and know how to report to them. must do verbal changed.*

5pts. - Thorough experience 3pts. - Moderate experience 1pt. - Minimal experience Opts. - No experience

16. Please describe your approach to and direct experience in developing and managing a governmental budget? Please describe your direct experience in presenting a governmental budget to a board or committee for review and approval.

Don't have governmental budgets but has budgets throughout career.
 3yr. historicals justify line items. Preliminary presentation to finance committee, revise. 0-based budgeting. Make recommendations/capital expenditures. City budget / govt financial meeting attended.

5pts. - Thorough experience 3pts. - Moderate experience 1pt. - Minimal experience Opts. - No experience

17. On many occasions, supervisors have to make difficult decisions. While maintaining employee privacy of those concerned, please describe the most difficult decision you have had to make as a supervisor and what was your decision-making process? *States 2 scenarios.*

Long term employee. Became friends. Mutual respect gone. 9 yr. employee. Had to let go. However, got duties done well and began restoring respect.

5pts. - Thorough experience 3pts. - Moderate experience 1pt. - Minimal experience Opts. - No experience

18. What was the most high-pressure situation you have been under as a supervisor in recent years and how did you cope with it? What, if anything, would you change and why?

2 scenarios. Temp services kept them on afterwards. Employee's grandmother was asked to bail out of jail. Testified for them to keep out of jail. Had to terminate at a later time. Now claims discrimination. Legal involved. Sideline your out, terminated w/ President. Physically ~~at~~ with implication.

5pts. - Thorough experience 3pts. - Moderate experience 1pt. - Minimal experience Opts. - No experience

19. Tell us about a new policy or idea that you recently implemented which was considerably different from the former procedure? What approach did you take? What did you have to consider before moving forward?

Realtors to identify brokerage. Explained scenario that in NCA and Code of Ethics. Created training and then had realtors self-report on each other. Good example.

5pts. - Thorough experience 3pts. - Moderate experience 1pt. - Minimal experience Opts. - No experience

20. You suspect that an employee is abusing their sick time. For the 4th time this month the employee called in sick with a headache. Co-workers are becoming upset handling the extra workload. How are you going to approach this situation and what, if any potential disciplinary steps would you consider taking with the employee?

State of Montana - 3 strikes your out. Reflects on their experience and understands laws and policies. Documents. Never lost a case w/ unemployment. Confidential mtg, address underlying.

5pts. - Thorough response 3pts. - Moderate response 1pt. - Minimal response Opts. - No response

21. An employee comes to your office and says "I want to tell you something, but you need to promise me that you will keep it confidential. You can't tell anyone." How do you respond?

Understanding why confidential? Health, danger, legal. Ask, then commit accordingly. Can be good that you are being confided in. Confidentiality agreements on annual basis as CEO. Open loaded question. Why?

5pts. - Thorough response 3pts. - Moderate response 1pt. - Minimal response 0pts. - No response

22. The integrity of the operations in the Elections Office is questioned by the public. Some of those public members request a meeting with you to discuss their concerns. Their concerns range from the security of equipment to the accurateness of office procedures. How do you handle the meeting?

Write it. Show 'em. Explain it to them. Thinking about it a lot in Elections Dept. Would like to invite both sides in and review. Understands attitudes. Welcomes it. What is factual, what is not.

5pts. - Thorough response 3pts. - Moderate response 1pt. - Minimal response 0pts. - No response

23. The Elections Administrator is responsible for performance testing and certification of the Vote Tabulation Machines. Please describe in detail your understanding of and experience in conducting such testing and certification and explain in detail what is required and how that is accomplished.

Have not worked in election office. Could not watch procedure. Anticipated this question. Reasoned suspects if # of ballots and results not matched, modify parameters, people there to verify, time and date stamps. What doesn't know, will learn.

5pts. - Thorough experience 3pts. - Moderate experience 1pt. - Minimal experience 0pts. - No experience

24. There are peak times throughout the year which require long hours and late nights, weekends, and on-call emergencies. Is there a schedule that will not work for you or any challenges for you with this requirement?

Standing. Not a challenge. Has practiced committee before.

5pts. - Thorough response 3pts. - Moderate response 1pt. - Minimal response 0pts. - No response

Interview Questions Elections Administrator Position

Applicant: Terry Thompson Rater: Joe Briggs Date: 2/6/24

1. What interests you about the Elections Administrator position and why did you apply?

*Been following the elections issues. Attended Expo prior meeting. The Community is devoted - believe that she is a leader who can bring the community together. Listed some community involvement
Has run for office: city commissioner & neighborhood council. Active voter & Patriot.*

5pts. - Thorough response 3pts. - Moderate response 1pt. - Minimal response 0pts. - No response

2. Please tell us about yourself and your work history, education and experience as it pertains to the Elections Administrator position.

*Grew up on Ranch; worked in bookkeeping in CA. moved back to Montana in 1984 - worked in cell phone business (operation mgr). Received HR Education. managed people. Became CEO of Realtor for 16 years. Flag project & Legislative Affairs
Filed CAPP reports.*

5pts. - Thorough experience 3pts. - Moderate experience 1pt. - Minimal experience 0pts. - No experience

3. The Elections Administrator reviews, interprets and implements complex laws, regulations and polices that vary for each election, change often and relate to the voter registration system, conducting elections, voting processes, candidate requirements, campaign finance disclosure process, accessibility and other activities. Please describe your understanding of and the direct involvement and experience you possess that specifically relates to these election duties, responsibilities and activities.

*Has never worked in elections. Has CAPP report experience. Research Elections processes
Uses Multiple Calendar. Can learn the skill set.*

5pts. - Thorough experience 3pts. - Moderate experience 1pt. - Minimal experience 0pts. - No experience

4. What is your specific experience working with and operating within the parameters of the Montana Code Annotated and the Administrative Rules of Montana as they pertain to elections and how do you plan on becoming an authority on state and federal election laws and rules?

*Experience with MCA & ARMS is only in regard to Realtors
would learn the required processes. Talked about public outreach needs*

5pts. - Thorough experience 3pts. - Moderate experience 1pt. - Minimal experience 0pts. - No experience

5. The Montana Secretary of State's Office has the ElectMT program that provides daily zoom trainings and there are other resources for training on SharePoint that provides videos from townhalls, various training and other important documents about ElectMT. Please describe your thoughts on obtaining or participating in training in this manner.

*No Issues with Zoom Training
uses remote training as a trainer, Has viewed some of the EOs train materials.*

5pts. - Thorough response 3pts. - Moderate response 1pt. - Minimal response 0pts. - No response

6. What do you consider the most important and fundamental aspects of elections?

*Fair, Open & Secure
Transparency - Trusted by Public
Accurate Count*

5pts. - Thorough response 3pts. - Moderate response 1pt. - Minimal response 0pts. - No response

7. Given the current political attention and scrutiny of election offices across the Country, what makes you want this position and how do you plan on handling the stress and pressure that may go along with such scrutiny?

*Public service is difficult Problem solver, years of leadership, Training
Realistic Party - Perception is reality. Director of industry & coalition support.*

5pts. - Thorough response 3pts. - Moderate response 1pt. - Minimal response 0pts. - No response

8. The Elections Administrator provides information and handles correspondence with the public, candidates for office, the media and representatives of other political subdivisions or government agencies. Please provide an example that illustrates your experience communicating about particularly complex or controversial issues.

*Regulator's stance on BS Recycling Area - Newsletter, Emails, Press Release, Public Forums, meetings
careful in communication - may become a legal issue.*

5pts. - Thorough experience 3pts. - Moderate experience 1pt. - Minimal experience 0pts. - No experience

9. Attention to detail is an essential part of this position, a single typographical error or misread could potentially jeopardize the entire election. What methods or safeguards would you utilize to ensure that every detail has been checked and is accurate?

*Detail oriented. Likes to read.
Multiple eyes needed, checks & balances. Behavior is x training.*

3pts. - Thorough response 3pts. - Moderate response 1pt. - Minimal response 0pts. - No response

10. Without breaching any confidentiality, please describe a situation where you had to act quickly to correct a problem. Could the problem have been prevented by closer monitoring? What did you do and what was the result?

*Realist Mrs Building & Staffs did not show up to open Building.
Ended up formality the staffer involved.*

5pts. - Thorough response 3pts. - Moderate response 1pt. - Minimal response Opts. - No response

11. Without breaching any confidentiality, please describe a time when you took personal accountability for a conflict and initiated contact with the individual(s) involved to explain your actions to resolve the conflict.

PAC Fund Raising - State PAC was not following the laws met with all donors to show what was done. Present to the National level

5pts. - Thorough experience 3pts. - Moderate experience 1pt. - Minimal experience Opts. - No experience

12. The Elections Administrator will serve as the Elections Department manager and will supervise staff directly and indirectly and provide guidance and assistance to staff encountering difficult problems related to elections. Please describe your experience and involvement in dealing with supervisory issues.

*cellular one - managed customer service rep in multiple states
- Remote supervision
Mentored & Training - Managers are teachers
visit with staff on Issues*

5pts. - Thorough experience 3pts. - Moderate experience 1pt. - Minimal experience Opts. - No experience

13. What would you do to promote and foster cohesiveness and productivity in your team?

*Provide necessary Training - Routine staff meeting - Resolve issues quickly
not a micro manager. Professional development - MANY ideas not doable in clerical roles.
of her*

5pts. - Thorough response 3pts. - Moderate response 1pt. - Minimal response Opts. - No response

14. Have you ever had to settle a conflict between two people on the job? While maintaining employee privacy of those concerned, what was the situation and what steps did you take?

One Employee smoking breaks 10/day - other staff objected. Set both down and Terry played mediator.

5pts. - Thorough experience 3pts. - Moderate experience 1pt. - Minimal experience Opts. - No experience

15. Please provide us with a specific example when you had to conform to a policy that you did not agree with and how you handled the situation?

Deliver complete information and choice of policies understand that she could be winky for Board. Had Legislative Auditor's Audit for State over changes the Board of Realtors had made

5pts. - Thorough experience 3pts. - Moderate experience 1pt. - Minimal experience Opts. - No experience

16. Please describe your approach to and direct experience in developing and managing a governmental budget? Please describe your direct experience in presenting a governmental budget to a board or committee for review and approval.

no Governmental Budget experience
most experience was with Realtors. spreadsheets & power point
- used 3 years of Budget to benchmark
- did their Budget & presented it to the Finance Committee
- zero based Budget

5pts. - Thorough experience 3pts. - Moderate experience 1pt. - Minimal experience 0pts. - No experience

17. On many occasions, supervisors have to make difficult decisions. While maintaining employee privacy of those concerned, please describe the most difficult decision you have had to make as a supervisor and what was your decision-making process?

long term employee was not getting work done
she was there for 9 years but had to terminate.
no description of process given

5pts. - Thorough experience 3pts. - Moderate experience 1pt. - Minimal experience 0pts. - No experience

18. What was the most high-pressure situation you have been under as a supervisor in recent years and how did you cope with it? What, if anything, would you change and why?

tried to temp without
knowledge of past Criminal Activity. Tried to give them a chance & after had to terminate.
Accusal of discrimination. Made her physically ill to have gone through this.

5pts. - Thorough experience 3pts. - Moderate experience 1pt. - Minimal experience 0pts. - No experience

19. Tell us about a new policy or idea that you recently implemented which was considerably different from the former procedure? What approach did you take? What did you have to consider before moving forward?

Had to educate Realtors on Acheiving as a broker. not following the brokerage rules.
made this a part of the new member orientation.

5pts. - Thorough experience 3pts. - Moderate experience 1pt. - Minimal experience 0pts. - No experience

20. You suspect that an employee is abusing their sick time. For the 4th time this month the employee called in sick with a headache. Co-workers are becoming upset handling the extra workload. How are you going to approach this situation and what, if any potential disciplinary steps would you consider taking with the employee?

3 strikes you are out. Investigate the issue. Document everything
Counsel the person. is a short term redeployment of duties possible to resolve issue
NO mention of HR.

5pts. - Thorough response 3pts. - Moderate response 1pt. - Minimal response 0pts. - No response

21. An employee comes to your office and says "I want to tell you something, but you need to promise me that you will keep it confidential. You can't tell anyone." How do you respond?

why is it confidential. Is it Health, Safety, would honor their wish. Signed Annual confidentiality. Agree not. no mention of legal issues.

5pts. - Thorough response 3pts. - Moderate response 1pt. - Minimal response 0pts. - No response

22. The integrity of the operations in the Elections Office is questioned by the public. Some of those public members request a meeting with you to discuss their concerns. Their concerns range from the security of equipment to the accurateness of office procedures. How do you handle the meeting?

*Invite them in to meet - how can we restore trust.
- Attitudes come from Passion.
- let people observe.*

5pts. - Thorough response 3pts. - Moderate response 1pt. - Minimal response 0pts. - No response

23. The Elections Administrator is responsible for performance testing and certification of the Vote Tabulation Machines. Please describe in detail your understanding of and experience in conducting such testing and certification and explain in detail what is required and how that is accomplished.

5pts. - Thorough experience 3pts. - Moderate experience 1pt. - Minimal experience 0pts. - No experience

24. There are peak times throughout the year which require long hours and late nights, weekends, and on-call emergencies. Is there a schedule that will not work for you or any challenges for you with this requirement?

no challenge - Aware of work Hours

5pts. - Thorough response 3pts. - Moderate response 1pt. - Minimal response 0pts. - No response