



**LOTTERY SPECIALIST  
INTERVIEW QUESTIONS**

Applicant Name: \_\_\_\_\_  
Interviewer: \_\_\_\_\_  
Date: \_\_\_\_\_

**TOTAL POINTS AWARDED \_\_\_\_\_ (180 total possible points)**

**PRE-INTERVIEW BRIEFING:**

(Brief overview of position, duties as it relates to the Lottery)

The Lottery Specialist position requires that you be able to drive an automobile and perform fieldwork at least 20% of the time. This fieldwork involves Lottery Specialist singly visiting and surveying local retailers using a preprinted survey form to collect marketing data. The position may involve climbing stairs, stooping, bending, reading a tape measure, performing data entry, or typing for extended periods of time. We will not discuss these issues now, but, if a job offer is made to you, please notify our Human Resources Division of any concerns you have regarding your ability to perform these functions with or without accommodation.

(Brief overview of the interview format)

We will be asking you a series of questions in which we want you to do your best to answer as completely as possible. Every applicant is being asked the same questions and all applicants will be consistently evaluated using job-related criteria. In order to best capture your qualifications, we will be taking notes during the interview. After we have discussed all the questions, we will give you some time at the end of the interview to ask any questions you may have about the job. Are you ready to begin the questions?

- 1. Why are you interested in working with the Texas Lottery Commission?  
Please describe the job duties of the Lottery Specialist position in the Lottery  
Field Office as you understand them. (15 points total)**

**Total points: \_\_\_\_\_**

TEXAS LOTTERY COMMISSION  
OFFICE OF THE CONTROLLER  
INTERVIEW QUESTIONS FOR ACCOUNTANT III

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Evaluator: \_\_\_\_\_

**PRE-INTERVIEW BRIEFING**

(Brief overview of position, duties as it relates to the Lottery)

We'll be asking you a series of questions which we want you to do your best to answer as completely as possible. Every applicant is being asked the same questions and all applicants will be consistently evaluated using job-related criteria. We want to let you know, in order to best capture your qualifications; we will be taking notes during the interview. After we have discussed all the questions, we will give you some time at the end of the interview to ask any questions you may have about the job.

<b><u>SECTION I</u></b>		
<p><b>1. Briefly describe your experience in financial or fiscal accounting.</b></p> <p>Applicant demonstrated thorough knowledge &amp; experience Applicant demonstrated considerable knowledge &amp; experience Applicant demonstrated little knowledge &amp; experience</p>	<p>10 pts. 5 pts. 1 pt.</p>	<p>10 pts. max</p>
<p><b>2. Describe your experience in developing and tracking budgets.</b></p> <p>Applicant demonstrated thorough knowledge &amp; experience Applicant demonstrated considerable knowledge &amp; experience Applicant demonstrated little knowledge &amp; experience</p>	<p>10 pts. 5 pts. 1 pt.</p>	<p>10 pts. max</p>
<p><b>3. Describe your experience in preparing and analyzing financial reports.</b></p> <p>Applicant demonstrated thorough knowledge &amp; experience Applicant demonstrated considerable knowledge &amp; experience Applicant demonstrated little knowledge &amp; experience</p>	<p>10 pts. 5 pts. 1 pt.</p>	<p>10 pts. max</p>

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INTERVIEW QUESTIONS FOR ACCOUNTANT III**

<p><b>4. Describe your experience with the Legislative Process, bill analysis, and the preparation of Fiscal Notes.</b></p> <p>Applicant demonstrated thorough knowledge &amp; experience Applicant demonstrated considerable knowledge &amp; experience Applicant demonstrated little knowledge &amp; experience</p>	<p><b>10 pts. 5 pts. 1 pt.</b></p>	<p><u>          </u> <b>10 pts. max</b></p>
<p><b>5. Describe your experience with automated accounting systems and a time that you were directly involved in the development and maintenance of an electronic processing tracking and reporting system.</b></p> <p>Applicant demonstrated thorough knowledge &amp; experience Applicant demonstrated considerable knowledge &amp; experience Applicant demonstrated little knowledge &amp; experience</p>	<p><b>10 pts. 5 pts. 1 pt.</b></p>	<p><u>          </u> <b>10 pts. max</b></p>
<p><b>6. Describe your experience in developing and maintaining a strong internal control structure to ensure the integrity of system processing and accounting records.</b></p> <p>Applicant demonstrated thorough knowledge &amp; experience Applicant demonstrated considerable knowledge &amp; experience Applicant demonstrated little knowledge &amp; experience</p>	<p><b>10 pts. 5 pts. 1 pt.</b></p>	<p><u>          </u> <b>10 pts. max</b></p>
<p><b>End of SECTION I - STOP</b></p>	<p><b>Max of 60 pts.</b></p>	<p><u>          </u></p>

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TEXAS LOTTERY COMMISSION  
OFFICE OF THE CONTROLLER  
INTERVIEW QUESTIONS FOR ACCOUNTANT IV

Candidate's Name: \_\_\_\_\_

Position(s) Interviewing For: Accountant IV  
Posting Number 050206

Interview Date & Time: \_\_\_\_\_

Section #	Max Score Possible	Section Score
I - Specific Questions	60	
II - Technical & Organizational Skills	20	
III - Working with Others/Teamwork	20	
IV - Problem Solving/Communication	20	
V - Final Section- Additional Information Section	30	
<b>TOTAL SCORE</b>	<b>150</b>	

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**TEXAS LOTTERY COMMISSION  
OFFICE OF THE CONTROLLER  
INTERVIEW QUESTIONS FOR ACCOUNTANT IV**

Evaluator: \_\_\_\_\_

**PRE-INTERVIEW BRIEFING**

(Brief overview of position, duties as it relates to the Lottery)

We'll be asking you a series of questions which we want you to do your best to answer as completely as possible. Every applicant is being asked the same questions and all applicants will be consistently evaluated using job-related criteria. We want to let you know, in order to best capture your qualifications; we will be taking notes during the interview. After we have discussed all the questions, we will give you some time at the end of the interview to ask any questions you may have about the job.

<b><u>SECTION I</u></b>		
<p><b>1. Briefly describe your experience in financial or fiscal accounting.</b></p> <p>Applicant demonstrated thorough knowledge &amp; experience  Applicant demonstrated considerable knowledge &amp; experience  Applicant demonstrated little knowledge &amp; experience</p>	<p><b>10 pts. 5 pts. 1 pt.</b></p>	<p>_____</p> <p><b>10 pts. max</b></p>
<p><b>2. Describe your experience in developing and tracking budgets for a state agency.</b></p> <p>Applicant demonstrated thorough knowledge &amp; experience  Applicant demonstrated considerable knowledge &amp; experience  Applicant demonstrated little knowledge &amp; experience</p>	<p><b>10 pts. 5 pts. 1 pt.</b></p>	<p>_____</p> <p><b>10 pts. max</b></p>
<p><b>3. Describe your experience in preparing and analyzing financial reports for a state agency.</b></p> <p>Applicant demonstrated thorough knowledge &amp; experience  Applicant demonstrated considerable knowledge &amp; experience  Applicant demonstrated little knowledge &amp; experience</p>	<p><b>10 pts. 5 pts. 1 pt.</b></p>	<p>_____</p> <p><b>10 pts. max</b></p>

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TEXAS LOTTERY COMMISSION  
OFFICE OF THE CONTROLLER  
INTERVIEW QUESTIONS FOR ACCOUNTANT VII

Candidate's Name: \_\_\_\_\_

Position(s) Interviewing For:      Accountant VII

Interview Date & Time: \_\_\_\_\_

Section #	Max Score Possible	Section Score
I - Specific Questions	60	
II - Technical & Organizational Skills	20	
III - Working with Others/Teamwork	20	
IV - Problem Solving/Communication	30	
V - Final Section- Additional Information Section	30	
<b>TOTAL SCORE</b>	<b>160</b>	

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**TEXAS LOTTERY COMMISSION  
OFFICE OF THE CONTROLLER  
INTERVIEW QUESTIONS FOR ACCOUNTANT VII**

Evaluator: \_\_\_\_\_

**PRE-INTERVIEW BRIEFING**

(Brief overview of position, duties as it relates to the Lottery)

We'll be asking you a series of questions which we want you to do your best to answer as completely as possible. Every applicant is being asked the same questions and all applicants will be consistently evaluated using job-related criteria. We want to let you know, in order to best capture your qualifications; we will be taking notes during the interview. After we have discussed all the questions, we will give you some time at the end of the interview to ask any questions you may have about the job.

<b><u>SECTION I-Specific Questions</u></b>		
<p><b>1. Briefly describe your experience in financial or fiscal accounting.</b></p> <p>Applicant demonstrated thorough knowledge &amp; experience  Applicant demonstrated considerable knowledge &amp; experience  Applicant demonstrated little knowledge &amp; experience</p>	<p><b>10 pts.</b>  <b>5 pts.</b>  <b>1 pt.</b></p>	<p style="text-align: center;">_____  <b>10 pts. max</b></p>
<p><b>2. Describe your experience in developing and tracking budgets, as well as experience in projecting and forecasting.</b></p> <p>Applicant demonstrated thorough knowledge &amp; experience  Applicant demonstrated considerable knowledge &amp; experience  Applicant demonstrated little knowledge &amp; experience</p>	<p><b>10 pts.</b>  <b>5 pts.</b>  <b>1 pt.</b></p>	<p style="text-align: center;">_____  <b>10 pts. max</b></p>
<p><b>3. Describe your experience in preparing and analyzing financial reports.</b></p> <p>Applicant demonstrated thorough knowledge &amp; experience  Applicant demonstrated considerable knowledge &amp; experience  Applicant demonstrated little knowledge &amp; experience</p>	<p><b>10 pts.</b>  <b>5 pts.</b>  <b>1 pt.</b></p>	<p style="text-align: center;">_____  <b>10 pts. max</b></p>

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