	I.						-					
16 PTS.	POSITION TITLE: Lottery Field Of	fi <u>ce Spe</u>	cialist I	II (Dans	15)							
*** * * ****	HIRING SUPERVISOR: Marianne I	acintyre					-					
	THIRING MANAGER: Ray Page											
	HIRING DIRECTOR: Michael Ange	*									>	
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	SCREENED BY:	1				DATE	SCREE	MING C	CALAN. TI	G 8 6-6-7 x		
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	SCREENING CRITERIA	T					ļ					
P/F	A. High School graduate or GED ed	uivalent	is requi	red.			<u> </u>	L				
P/F	A. High School graduate or GEO ed B. Must be willing to complete day to	ravel up	to 20%	via pers	sonal ve	hicle d	uring bu	isiness i	nours.			
	B. Must be willing to complete day to C. Willingness to work hours other	han 8an	1-5pm, i	ncluding	g week	ends an	id holida	ys as n	eeded (or required.		
PIF	D. Must have a current driver's licer	ise.										
P/F	E. Fluency in Spanish Preferred	T										
P/F	E. Fillency in Spanish interested	115	lin ie re	nuired.	/Gradu	ation fr	om a vo	cational	school	or 30 hrs. colle	credit may substitute for one yr. of exp.)	
	The man and a serious and a serious to											
10	E. Fluency in Spanish Preferred F. Customer service exp. dealing w	the put	ion - Fa	il 2 vrs	/educa	tion sut	stitution	2 - 2 pts.	., 1 pt. f	or each addition	yr. up to 10 pts.	
10	F. Customer service exp. dealing w Less than 2 yrs or no education	substitu	ion - Fa	il, 2 yrs.	/educa	tion sut	erasoft () - 2 pts. Outlook	., 1 pt. f or othe	o <i>r each eddition</i> r email applicati	yr. up to 10 pts. s, multi-user databases, and internet is preferred.	
10 5	Less than 2 yrs or no education G. Exp. with PC's to include exp. w	substitui th Micro	ion - Fa	il, 2 yrs. rd, Micr	<i>leduca</i> osoft E	tion sut kcel, Mi I	crosoft (o - 2 pts. Outlook	, 1 pt. f or othe	or each addition r email applicati	yr. up to 10 pts. s, multi-user databases, and Internet is preferred.	
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5	Less than 2 yrs or no education G. Exp. with PC's to include exp. with (1 pt. each) H. Experience involving field work in	substitui th Micro i s preferr	soft Wo	rd, Micr	osoft E	kcel, Mi	crosoft (Outlock	or othe	r email applicati	s, multi-user databases, and Internet is preferred.	
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5	Less than 2 yrs or no education G. Exp. with PC's to include exp. with (1 pt. each) H. Experience involving field work in	substitui th Micro i s preferr	soft Wo	rd, Micr	osoft E	kcel, Mi	crosoft (Outlock	or othe	r email applicati	s, multi-user databases, and Internet is preferred.	

LOTTERY SPECIALIST INTERVIEW QUESTIONS

	pplicant Name	**************************************	
in	terviewer:		
D	ate:	:	

TOTAL POINTS AWARDED	(180	total	possible	e points
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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?

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)

Tota	l points:	
1 ota	l points:	

1 |

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

Evaluator:

reports.

PRE-INTERVIEW BRIEFING

We pos eval	er overview or position, duries as it relates to the Lottery) If be asking you a series of questions which we want you to do your besible. Every applicant is being asked the same questions and all applicanted using job-related criteria. We want to let you know, in order to lifications; we will be taking notes during the interview. After we have give you some time at the end of the interview to ask any questions you	ants will be con best capture yo discussed all t	sistently ur ne questions, we
SI	CCTION I		
1.	Briefly describe your experience in financial or fiscal accounting.		na in ann an a
	Applicant demonstrated thorough knowledge & experience Applicant demonstrated considerable knowledge & experience Applicant demonstrated little knowledge & experience	10 pts. 5 pts. 1 pt.	10 pts. max
			Applications

Describe your experience in developing and tracking budgets.

Applicant demonstrated thorough knowledge & experience Applicant demonstrated considerable knowledge & experience

3. Describe your experience in preparing and analyzing financial

Applicant demonstrated thorough knowledge & experience

Applicant demonstrated little knowledge & experience

Applicant demonstrated considerable knowledge & experience

Applicant demonstrated little knowledge & experience

Page 2

Only showing pages

10 pts.

5 pts. 1 pt.

10 pts.

5 pts.

1 pt.

10 pts. max

10 pts. max

TEXAS LOTTERY COMMISSION
OFFICE OF THE CONTROLLER

	INTERVIEW QUESTIONS FOR ACCOUNT rexperience with the Legislative Process, bill the preparation of Fiscal Notes.	· · · · · · · · · · · · · · · · · · ·	
Applicant dem	onstrated thorough knowledge & experience onstrated considerable knowledge & experience onstrated little knowledge & experience	10 pts. , 5 pts. 1 pt.	10 pts. max
and a time the and maintenu reporting syst Applicant dem Applicant dem	r experience with automated accounting systems at you were directly involved in the development nee of an electronic processing tracking and em. constrated thorough knowledge & experience constrated considerable knowledge & experience constrated little knowledge & experience	10 pts. 5 pts. 1 pt.	10 pts. mar
strong interne system proces Applicant dema Applicant dema	experience in developing and maintaining a di control structure to ensure the integrity of sing and accounting records. Onstrated thorough knowledge & experience constrated considerable knowledge & experience constrated little knowledge & experience	10 pts. 5 pts. 1 pt.	10 pts. ma
End of SECTION	I – STOP	Max of 60 pts.	1

Only showing 2 of pages

Page 3

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

Candidate's Name:		
	:	<i>y</i>
Position(s) Interviewing For:	Accountant IV Posting Number 050206	
Interview Date & Time:	rosting frames, 050200	

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	AND
V - Final Section- Additional Information Section	30	en en general de la communicación de la constanción de la constanción de la constanción de la constanción de l
TOTAL SCORE	150 1	**************************************

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

Evaluator:

PRI	E-INTERVIEW BRIEFING		
(Bri	ef overview of position, duties as it relates to the Lottery)	•	
eval qua	It be asking you a series of questions which we want you to do your best sible. Every applicant is being asked the same questions and all applican uated using job-related criteria. We want to let you know, in order to b lifications; we will be taking notes during the interview. After we have give you some time at the end of the interview to ask any questions you	nts will be con est capture ye discussed all (sistently Our he opertions was
SE	CTION I		
1.	Briefly describe your experience in financial or fiscal accounting.	derinandakahikandek adiren eriyeyye emergini yazanmande	
	Applicant demonstrated thorough knowledge & experience Applicant demonstrated considerable knowledge & experience Applicant demonstrated little knowledge & experience	10 pts. 5 pts. 1 pt.	10 pts. max
2.	Describe your experience in developing and tracking budgets for a state agency.	- Old Hall British	
	Applicant demonstrated thorough knowledge & experience Applicant demonstrated considerable knowledge & experience Applicant demonstrated little knowledge & experience	10 pts. 5 pts. 1 pt.	10 pts. max
	Describe your experience in preparing and analyzing financial reports for a state agency. Applicant demonstrated thorough knowledge & experience		10 pts. max
	Applicant demonstrated unfolight knowledge & experience Applicant demonstrated little knowledge & experience Applicant demonstrated little knowledge & experience	10 pts. 5 pts. 1 pt.	
nine comments	"C" 2 of Jage 2		

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	718 V
V - Final Section- Additional Information Section	30	
TOTAL SCORE	160	f

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

Evaluator:

PRE-INTERVIEW BRIEFING

(B)	ief overview of position, duties as it relates to the Lottery)		
pos eva qua	If he asking you a series of questions which we want you to do your best sible. Every applicant is being asked the same questions and all applications located using job-related criteria. We want to let you know, in order to be diffications; we will be taking notes during the interview. After we have I give you some time at the end of the interview to ask any questions you	nts will be cor sest capture y discussed all i	sistently our he apections wa
S	ECTION I-Specific Questions	nages and with this difference was recommended with the	
1.	Briefly describe your experience in financial or fiscal accounting. Applicant demonstrated thorough knowledge & experience	10 pts.	
	Applicant demonstrated considerable knowledge & experience Applicant demonstrated little knowledge & experience	5 pts. 1 pt.	10 pts. max
2,	Describe your experience in developing and tracking budgets, as well as experience in projecting and forecasting.	Modern and Association and Ass	
	Applicant demonstrated thorough knowledge & experience Applicant demonstrated considerable knowledge & experience Applicant demonstrated little knowledge & experience	10 pts. 5 pts. 1 pt.	10 pts. max
3.	Describe your experience in preparing and analyzing financial reports.	Michigan (Angles Angles An	
	Applicant demonstrated thorough knowledge & experience	10 pts.	10 mtc may

10 pts.

5 pts.

1 pt.

10 pts. max

Applicant demonstrated considerable knowledge & experience

Applicant demonstrated little knowledge & experience