

**COUNTY CLERK/REGISTRAR OF VOTERS
PROPOSED INTERVIEW QUESTIONS
FOR USE BY THE SHASTA COUNTY BOARD OF SUPERVISORS**

1. Please give an introduction of yourself and describe your qualifications for the County Clerk/Registrar of Voters position with Shasta County.
2. Please explain your leadership philosophy and provide an example of how you have created a team-oriented office of professional and support staff.
3. Please describe your experience building relationships with stakeholders and the public.
4. Explain how you would create optimal working relationships with Elected Officials, the County Executive Officer, County Department Heads, other government agencies, and constituents with whom you interact. What would you do to establish credibility and facilitate communications with them?
5. The County Clerk/Registrar of Voters must maintain the highest level of knowledge and expertise in the elections process, as well as election laws, policies, and court decisions of federal, state and local jurisdictions. Describe your current level of understanding of the election laws, policies and court decisions, and how you would ensure you stay up to date in this rapidly changing environment.
6. How would you investigate complaints regarding voter roll discrepancies, and what would you do to ensure that the voter rolls are maintained effectively?
7. Describe how you would ensure votes are counted as quickly and accurately as possible, while doing so in a financially responsible manner.
8. Describe how you would engage the public and restore public confidence in the election process, while administering elections with transparency, neutrality and non-partisan decision-making.
9. How would you manage criticism by press and community members in reference to your handling of an election?
10. Please give closing remarks.