

City Secretary Interview Questions

1. What is the key to success when communicating with the public.
2. Share an experience you had in dealing with a difficult person and how you handled the situation.
3. Share an experience in which you successfully shared a difficult piece of information. (Make sure that the candidate has open lines of communication.)
4. Tell me how you organize, plan, and prioritize your work.
5. Share an experience when you applied new technology or information in your job. How did it help your company?
6. In your experience, what is the key to ensuring your company was compliant with all laws, regulations and standards that were applicable to your area of responsibility?
7. Share an effective approach to working with a large amount of information/data. How has your approach affected your company?
8. Share an example of a time you had to gather information from multiple sources. How did you determine which information was relevant?
9. Please share an experience in which you presented to a group. What was the situation and how did it go?
10. How would you rate your writing skills? (Ask for an example that demonstrates great writing skills.)