



## Montana Secretary of State's Office

### Americans with Disabilities Act Public Notice

The Montana Secretary of State's Office (SOS) is committed to providing equal access to employment, programs, services and activities to qualified individuals with disabilities in accordance with Title I and II of the Americans with Disabilities Act (ADA), the Americans with Disabilities Amendments Act (ADAA), Montana Human Rights Act, and the Governmental Code of Fair Practices.

**Employment:** The agency does not discriminate against qualified individuals with disabilities in any aspect of employment. The agency provides reasonable accommodations upon request, to qualified individuals with disabilities during all phases of employment including the selection process. The agency encourages applicants with disabilities including disabled veterans and their eligible relatives to apply for employment preference in accordance with Title 39, Montana Code Annotated, Chapters 29 and 30.

**Effective Communication:** The agency generally provides requested auxiliary aids and services to promote equally effective communication to qualified individuals with disabilities who wish to participate in programs, services and activities offered by the SOS. Appropriate auxiliary aids and services may include, but are not limited to, qualified sign language interpreters, amplified hearing devices, or other methods to promote effective communication. The SOS will provide alternative formats of written communication upon request (e.g. Braille, electronic, audio, etc.)

**Modifications to Policies and Procedures:** The SOS makes reasonable modifications to policies and procedures to ensure people with disabilities have an equal opportunity to participate in agency programs, services and activities. For example, the SOS welcomes service animals in areas where it may generally prohibit pets.

Anyone needing an auxiliary aid or service or a modification of policies or procedures to participate in an SOS program, service or activity should contact the event organizer or the agency's ADA Coordinator (444-5598). Requests should be made at least 48 hours prior to the scheduled event.

The SOS does not place surcharges on individuals with disabilities to offset the cost of providing auxiliary aids, services or reasonable modifications. For example, the agency will not charge participants for the services of an interpreter when the participant is attending a program, service or activity offered by the agency.

The Americans with Disabilities Act does not require the agency to take any action that would fundamentally alter the nature of the program, service or activity or impose an undue financial or administrative burden on the agency.

Contact the Secretary of State's Office ADA Coordinator, Julie Lake, at (406) 444-5359 if you have questions or concerns about the accessibility of employment programs, services or activities.