

## **Supplemental Questionnaire – Office Technician Position**

### **Examinations and Recruitment Section**

The Examination and Recruitment Section is looking for an Office Technician (Typing) that has a high degree of initiative, is dependable, has great communication skills, and is very well organized.

The incumbent in this position must possess the following:

- Ability to maintain the privacy and confidentiality
- Knowledge of Microsoft Word, Excel, Access and Outlook.

The incumbent will:

- Assist candidates and employees,
- Manage phone calls
- Update the Board of Equalization Position Vacancy System daily
- Post Examination Bulletins
- Provide clerical support to the Section Manager and staff

To be considered for this position you must include a brief statement describing your abilities in each of these areas and why you feel that you will be the best person for this position with your employment application.