

Name _____

Date _____

Business Taxes Administrator III – 468-4320-001
Centralized Collection Section
Supplemental Questionnaire

This questionnaire will assist in reviewing your qualifications for the current position. Responses to all questions must be typed, with a maximum of two pages single-spaced. Applications received without responses to the Supplemental Questionnaire will not be considered.

1. Please describe your experience in discussing tax issues with government agencies, the public, or representatives.
2. Please describe your experience managing staff involved with tax collection matters.
3. Please describe your experience in developing tax collection policies and procedures.
4. Provide details on how you have motivated staff to increase their productivity and what was the outcome.

NOTE: The BTA III position will be located in one of the following locations depending on the location of the selected candidate: 1) Sacramento Headquarters or 2) Norwalk District Office.