

Supplemental Questionnaire

Business Taxes Specialist I – 450-4380-028

SUPPLEMENTAL QUESTIONNAIRE:

SPECIAL REQUIREMENTS: In order to be considered for this position, you must complete and submit responses to the following Supplemental Questionnaire.

1. Describe your relevant work experience that has prepared you to communicate and work with district offices, upper management, Board Member staff, or other divisions/agencies.
2. The SCOP Coordinator is responsible for planning and conducting Statewide SCOP training events and meetings. Describe your experience in planning and coordinating events.
3. Please describe your project work experience and specify what resources and tools you have used?
4. The SCOP Coordinator reviews, analyzes, and evaluates program reports for accuracy and efficiencies, and work with SCOP Administrators to resolve discrepancies. Describe your analytical experience reviewing reports and discussing their findings.