

Candidate Name: _____

Date: _____

Supplemental Questionnaire

This questionnaire will assist in reviewing your qualifications for the current position vacancy. Applications submitted without the completed supplemental questionnaire will not receive further consideration. Please limit your responses to no more than two pages total.

1. Under the general direction of the Division Chief, the Office Technician (Typing) will be required to exercise a high degree of initiative, independence, and originality in performing the most difficult clerical duties. Some duties include; tracking assignments and following up to ensure due dates are met, responding to routine correspondence independently, preparing, typing, proofing, formatting, editing, and making grammatical corrections to various correspondence. Please describe your experience and/or training which you feel best qualifies you for the position.
2. Please describe one situation where your attention to detail proved invaluable. What was the situation? What was the result?
3. Please describe what types of software you have used. In addition, please describe your proficiency in the use of the software.