**Board of Equalization**
**Human Resources Division**
**Personnel Transaction Section**

**This questionnaire is designed to assist in reviewing your qualifications for the Personnel Specialist vacancy in the Personnel Transactions Section. Applications submitted without a completed questionnaire will not receive further consideration. Please submit your responses with no more than (2) pages.**

**Name:**
**Date:**

- **1) Describe your definition of excellent customer service and summarize how in your work experience you provide that level of service.**

- **2) The Personnel Transaction Section is responsible for tracking many types of transactions. Please describe your experience and/or knowledge with tracking or collecting money owed by an employee or something similar.**

- **3) What is your experience working independently? What steps do you take to find the answer before going to your supervisor?**