

**OFFICE ASSISTANT
SUPPLEMENTAL QUESTIONNAIRE - 2012**

APPLICANT NAME _____

The purpose of the Supplemental Questionnaire is for you to identify and expand on your qualifications in specific job related areas. It is important that **BOTH** sections of this form are completed thoroughly and concisely. You are welcome to attach a resume, but not in substitution for this Supplemental Questionnaire. Missing or incomplete information may result in our inability to determine your qualifications.

SECTION I

For each of the **2007 or 2010** Microsoft Office Suite software programs, please indicate your level of experience (none, beginner, intermediate, or advanced). Be advised, we may test you in some or all of these areas.

_____	Word
_____	Excel
_____	Access
_____	PowerPoint
_____	Outlook
_____	Other _____
_____	Other _____

Please briefly describe additional knowledge and/or skills you have pertaining to data processing, personal computer systems, and other standard office equipment:

SECTION II is on the reverse side of this page.

OVER

SECTION II

You are limited to three (8½" x 11") pages to respond to the following requests for information about your work-related experience. Content and presentation of your narrative document will be evaluated.

1. Public Contact / Customer Service

- a. Select the job from your employment application in which you had the heaviest phone reception tasks. Identify the employer name, your position title, the name or type of phone system, number of lines, volume of calls, and the type of assistance provided.
- b. Select the job from your employment application which demanded the heaviest in-person reception tasks. Identify the employer name, your position title, the type of assistance provided, volume of visitors received, and additional team support, if any.

2. Note Taking and Correspondence Preparation

- a. Select the job from your employment application in which you were responsible for recording notes or minutes at public or internal meetings. Identify the employer name, your position title, and the types and frequency of meetings, and method of recording and disseminating the notes.
- b. Select the job from your employment application at which you typed the widest variety of correspondence, including memos, reports, meeting agendas, thank you letters, and general correspondence. Please describe your duties in detail.

3. Maintenance of Records and Forms Processing

- a. Select the job from your employment application which best demonstrates your ability to organize and maintain files and records. Be sure to identify the employer name, your position title, the extent of your experience with hardcopy and electronic files and records, systems used, and inventory methods for onsite and offsite records storage.
- b. Select the job from your application which best identifies your experience processing forms such as employee timecards and purchasing paperwork. Please describe your duties in detail.

4. Additional Work-related Knowledge, Skills, and Abilities

After reading the job announcement, please identify additional, relevant, job-related knowledge, skills, and abilities that you possess.

I certify that the information I have provided is true and correct to the best of my knowledge. I understand that misrepresentation of information may cause me to forfeit all rights to employment with the East Bay Regional Park District.

Signature _____