



Last Name
(Please Print)

First Name

CITY OF CITRUS HEIGHTS – SUPPLEMENTAL QUESTIONNAIRE ADMINISTRATIVE ASSISTANT

Instructions:

Each candidate must complete this Supplemental Questionnaire as part of the application and screening process. Initial evaluation of your qualifications for this position will be determined by your responses and the manner in which you respond to these questions, in addition to information you provide on the standard City Employment Application. If you submit additional information by resume and/or cover letter, these will also be used to assess your experience, knowledge, skills, and abilities relative to the needs of the City.

APPLICATION SCREENER(S) WILL NOT REFER TO YOUR RESUME RELATIVE TO YOUR RESPONSES TO THIS QUESTIONNAIRE. Do not write “See Resume” as a response for any question.

Clarity, conciseness, and completeness of responses are factors considered in the qualification screening process of these responses. Responses will be evaluated and only those applicants who demonstrate the best potential in meeting the City’s need will be given further consideration in the selection process. Enter, type, or write legibly; address each question separately; and limit your answers to no more than one (8-1/2” x 11”) page per question. If your responses are handwritten, they must be legible if they are to be considered as part of the required application materials.

1. Describe your experience working in an administrative or clerical position. Please include the length of service and main responsibilities.
2. What is your level of proficiency and experience with Microsoft Word, Excel, Outlook and PowerPoint?
3. Please describe your experience in handling confidential records and other sources of confidential information.
4. Identify which of the following administrative duties you have performed:
 - ☐ Coordinate and maintain filing and other record keeping systems
 - ☐ Schedule meetings and conferences
 - ☐ Prepare meetings agendas
 - ☐ Take minutes of official meetings
 - ☐ Compose a variety of materials, including letters, reports, memoranda, forms
 - ☐ Proofread documents for accuracy and completeness
 - ☐ Working with executives, management and/or public officials
 - ☐ Monitor contracts

Instructions:

I hereby certify that my answers to the questions on this application are complete and true to the best of my knowledge. I agree and understand that any misstatement of material fact contained in this application will cause me to forfeit all rights to employment with the City of Citrus Heights.

Applicant's Signature

Date