



Executive Assistant Supplemental Questions

The information you provide in this questionnaire will be used to assign you a score for the training and experience rating component of the hiring process. This information is very important. Not all applicants will move on in the selection process. If there is missing or unclear information, you may not receive full credit for your experience. The information you provide must be reflected in the work history section of your application. **Do not mark "see resume" or "see attachment" for your answers to ANY of the questions.**

SUPPLEMENTAL QUESTIONS

1. Please select the highest level of education you possess:

- High School or GED equivalent
- Associate degree or certification
- Bachelor's Degree or higher
- None

2. Please indicate the level of administrative office work experience that you possess:

- Less than 2 years of administrative office work experience
- 2 years of administrative office work experience
- 3 years of administrative office work experience
- 4 years of administrative office work experience
- 5 or more years of administrative office work experience

3. Please briefly describe your experience in general office administration and supporting a department head or managers. Please be specific about whether it involved public contact; managing calendar, email, and phone for department head/manager; and preparing and/or processing documents. Please list the employer, job title, and dates of employment where you received this experience and the specific duties performed. If not applicable, please indicate N/A.

4. Select your level of proficiency for each of the applications.

Basic: At the beginner level, the individual has acquired a basic set of skills and is able to perform basic tasks with relative ease.

Intermediate: At the intermediate level, the individual has acquired a more advanced set of skills and is able to complete tasks with a greater degree of ease.

Advanced: At the advanced level, the individual has acquired a more comprehensive set of skills and is able to complete tasks with a high degree of ease.

Expert: At the expert level, the individual has acquired a comprehensive set of skills and is able to complete even the most complex tasks with ease.

If you have no experience and/or are not proficient with the listed technologies, select **none**. Please note that you may be required to demonstrate your level of proficiency during the hiring process.

Word or similar software

Basic	Intermediate	Advanced	Expert	None
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Excel or similar software

Basic	Intermediate	Advanced	Expert	None
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PowerPoint or similar software

Basic	Intermediate	Advanced	Expert	None
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Outlook or similar software

Basic	Intermediate	Advanced	Expert	None
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Visio or similar software

Basic	Intermediate	Advanced	Expert	None
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GovDelivery or similar

Basic	Intermediate	Advanced	Expert	None
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DocuSign

Basic	Intermediate	Advanced	Expert	None
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Adobe Acrobat

Basic	Intermediate	Advanced	Expert	None
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SharePoint

Basic	Intermediate	Advanced	Expert	None
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Virtual Meeting Software

Basic	Intermediate	Advanced	Expert	None
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5. Do you have experience managing SharePoint or similar software designed for data sharing and storage?

YES

NO

6. If you answered Yes to the previous question, please describe your experience using SharePoint or similar software for data sharing and storage. If not applicable, please indicate N/A.

7. Briefly describe your experience preparing meeting packets and minutes. Please list the employer, job title, and dates of employment where you received this experience and the specific duties performed. If not applicable, please indicate N/A.

8. Please detail your experience in working with city or county staff and elected officials. When and where did the experience occur? If you do not have experience in this area, enter "N/A".