CITY OF FULLERTON
SUPPLEMENTAL QUESTIONNAIRE
EXECUTIVE ASSISTANT
JUNE 2014

NAME (please print): _____

INSTRUCTIONS: Please answer the following questions*. Attach additional sheets as necessary in response to questions 3 (A-G), 4 and 5.* This supplemental questionnaire will be used to assist in the screening of the applications. Only those candidates possessing the most suitable qualifications will be invited to participate in the assessment process. Therefore, it is to your advantage to provide as much relevant information as possible. Resumes will not be accepted in lieu of a response to these questions. This questionnaire and your responses must be attached to the City application.

1. Please rate your proficiency level with:

Microsoft Word (or a similar word processing application) Advanced ☐ Intermediate ☐ Beginner ☐

Microsoft Excel (or a similar spreadsheet application) Advanced ☐ Intermediate ☐ Beginner ☐

2. Are you related to any current City of Fullerton employee by blood, marriage or legal guardianship?

No ☐ Yes ☐ _____

(Please list name/s, relationship/s and department/s)

If yes, are you living under same household as any of the above?

No ☐ Yes ☐ _____

(Please list name/s)

3. Please describe your education, training and/or experience in the following areas:

A. Performing highly responsible, complex and sensitive administrative support duties.
B. Performing in a lead or supervisory capacity.
C. Composing correspondence.
D. Preparing and/or checking reports, letters, proposals, etc.
E. Preparing or assisting in the preparation of agenda letters and resolutions or similar documents.
F. Working in an environment requiring independent judgment.
G. Preparing/processing confidential documents.

4. The City Manager's Office handles inquiries from a broad range of individuals, including dignitaries from other government agencies as well as economically challenged citizens. Please describe your experience working in such an environment.

5. Please describe any additional knowledge, skills and/or abilities, including bilingual skills, which you think qualify you for the position(s) for which you are applying.

I certify that all statements of fact made in reference to all supplemental questions are true and complete; that there are no misrepresentations of material fact; and I am aware that any misstatements or omissions of material fact may cause rejection of my application, disqualification from competing for, or discharge from any employment in this jurisdiction.

Signature: _____ **Date:** _____