Applicant Name: _____

Delta Stewardship Council – Executive Office

Supplemental Questionnaire

(6/16/15)

Administrative Assistant II (530-001-5358-001)

These Supplemental Questions <u>must be</u> answered, in writing, to be considered for an interview. If you are selected for an interview, you should be prepared to make a presentation relating to your responses.

1. Please describe how your education and work experience have prepared you for this position.

2. Please describe a work experience when you were required to handle a problem that required a high degree of responsibility.

3. How would you rate your knowledge, skills and/or abilities in the following areas-- *please be specific and provide examples:*

   - taking initiative;
   - prioritizing work;
   - grammar and editing;
   - paying attention to details; and
   - analyzing and solving problems

4. Please explain how you would/or have functioned as an Officer Manager?