

**Applicant Name:** \_\_\_\_\_

**Delta Stewardship Council – Executive Office**  
**Supplemental Questionnaire**  
(12/3/15)  
**Administrative Assistant II (530-001-5358-001)**

1. Please describe how your education and work experience have prepared you for this professional-level position.
2. Calendar management is a large percentage of the job. Please describe your experience in this area and how you are able to resolve scheduling conflicts. Provide examples.
3. Please describe a work experience when you were required to handle a problem that required a high degree of responsibility.
4. Please provide an example to describe your ability to take initiative.
5. Please provide an example to describe how you prioritize your work.
6. Please provide an example to describe your ability to analyze and solve problems.
7. If your supervisor asked you to schedule an appointment with a staff member in the Governor's Office how would you handle this request?
8. Please explain how you would/or have functioned as an Officer Manager and some of the responsibilities of the position?