



County of Yuba

SUPPLEMENTAL QUESTIONNAIRE	
ADMINISTRATION & ACCOUNTING SUPERVISOR	
Name:	Application Filing Deadline:
Daytime Telephone:	EXTENDED-Tuesday, May 23, 2017 @ 5:00 PM
Address:	Send this and all application materials to: Yuba County Personnel Department 915 Eighth Street, Suite 113 Marysville, CA 95901

This supplemental questionnaire is an integral part of the selection process. Your answers to these questions will be thoroughly evaluated in order to determine the most suitably qualified applicants to continue in the selection process. It is important that responses be as detailed as possible. A resume may be submitted but will NOT be accepted in lieu of a completed supplemental questionnaire and official Yuba County employment application. Please type responses on a separate sheet of 8 ½ x 11 paper, reference responses to the appropriate questions and attach responses to this cover sheet. **FAILURE TO SUBMIT A COMPLETE COUNTY APPLICATION AND THIS SUPPLEMENTAL QUESTIONNAIRE TO THE YUBA COUNTY PERSONNEL/RISK MANAGEMENT DEPARTMENT WILL ELIMINATE YOUR APPLICATION FROM BEING CONSIDERED FURTHER IN THE SELECTION PROCESS.**

- 1) Describe your experience managing and supervising staff. Include the number and type of staff supervised (e.g. clerical, professional), and details about your role and duties as supervisor (i.e. hiring, training and development, and performance management). Provide sufficient information to help us assess your qualifications in this area. Include the name of your employer(s) and the dates employed where you gained this experience.
- 2) Describe, in detail, your education, training and experience related to cost accounting or fund accounting for a government or non-profit entity. Include any experience with monitoring and analyzing fiscal activities which involve revenue and expense accounts and making recommendations to implement appropriate cost recovery or expense reductions to maintain a balanced budget. Include employer name, position held (public or private sector), dates you performed tasks, your role and/or responsibility, your level of authority and number of employees in the work place.
- 3) Describe your experience developing or updating existing policies and procedures. Include employer name, position held (public or private sector), dates you performed tasks, your role and/or responsibility, your level of authority and number of employees in the work place.

I attest under penalty of perjury that all the statements made in this application supplement are true, complete, and correct to the best of my knowledge and are made in good faith. I also certify I have reviewed and understand all the information contained in the General Information section of this supplement. I understand that any misrepresentation and/or falsification of my answers may make me ineligible to continue in this recruitment. My signature authorizes the County of Yuba to make any appropriate investigations to verify information.

Signature of Applicant: _____ Date: _____