



County of Yuba

SUPPLEMENTAL QUESTIONNAIRE	
Administrative Technician	
Name:	Application Filing Deadline:
Daytime Telephone:	Wednesday, July 19, 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. 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 providing customer service; include interactions and situations that required problem-solving skills, explaining business rules, regulations and/or policies and procedures.
- 2) Describe your experience identifying process improvement opportunities in a work setting; and your experience in developing as well as making appropriate recommendations for implementation.
- 3) Please describe your experience working as a liaison with contractors, developers, consultants and/or other public or private entities to include interpreting, explaining and applying technical or complex data and procedures. Include employer name, position held (public or private sector), dates you performed tasks, your role and/or responsibility and level of authority.
- 4) Describe your experience working collaboratively with individual departments or private businesses to include conflict resolution and consensus/team building activities. 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.
- 5) Describe your experience evaluating and measuring the outcomes for a project assigned to you. Were the outcomes subjected to a monitoring or audit? What indicators were used to determine the project's success and areas of improvement?

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: _____