



COUNTY OF YUBA

SUPPLEMENTAL QUESTIONNAIRE

ASSESSMENT ASSISTANT I/II

Name:	Application Filing Deadline:
Daytime Telephone:	Tuesday, May 30, 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. Check those items which describe the type of employment atmosphere you prefer.

- | | |
|---|---|
| <input type="checkbox"/> Working with few rules, exercising creativity | <input type="checkbox"/> Many things going on at once, many interruptions |
| <input type="checkbox"/> Collaborating with others | <input type="checkbox"/> Busy, fast paced work |
| <input type="checkbox"/> Utilizing computers to perform most tasks | <input type="checkbox"/> Large amount of public contact |
| <input type="checkbox"/> Work involves keeping track of a large number of details | <input type="checkbox"/> Uninterrupted research |
| <input type="checkbox"/> Minimal scrutiny of results by supervisor | <input type="checkbox"/> Working with established procedures and rules |
| <input type="checkbox"/> Following detailed procedures and rules | <input type="checkbox"/> Little or no contact with others |

2. Check the tasks which you have direct work experience in performing.

- | | |
|---|--|
| <input type="checkbox"/> Typing | <input type="checkbox"/> Researching Information |
| <input type="checkbox"/> Filing | <input type="checkbox"/> Creating business correspondence |
| <input type="checkbox"/> Entering data into a computer system | <input type="checkbox"/> Calendaring appointments and events |
| <input type="checkbox"/> Resolving customer complaints | |

3. Please rate your proficiency in the following Microsoft Office applications.

MS Office application	Not Performed	Beginning (<1 year)	Intermediate (2-4 years)	Advanced (5+ years)
1. Microsoft Word	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Microsoft Excel	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Microsoft Outlook	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

For questions 4 – 7 below, please type your responses on a separate sheet of 8 ½ x 11 paper, reference responses to the appropriate questions below and attach responses to this cover sheet for submittal with your job application (by the filing deadline.)

4. Please describe the work experience listed in #2, providing examples of the type of work performed. Include in the response the name of the employer you worked for, title of your position and your specific role and responsibilities.
5. Based on your responses to #3, please describe your related work experience providing examples of the type of work performed. Include in your response the name of the employer you worked for, title of your position and your specific role and responsibilities.
6. Describe your experience working in a fast-paced environment, with multiple tasks, frequent interruptions and how you are able to coordinate these conflicting elements.
7. Describe your experience in working with irate and/or demanding customers, whether internal or external. Include in your response the name of the employer you worked for, title of your position and your specific role and responsibilities.

I attest 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 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: _____ **Date:** _____

Print Name: _____