



# County of Yuba

<b>SUPPLEMENTAL QUESTIONNAIRE</b>	
<b>ELECTIONS CLERK I/II</b>	
<b>Name:</b>	<b>Application Filing Deadline:</b> <b>Monday, March 27, 2017 @ 5:00 PM</b>
<b>Daytime Telephone:</b>	
<b>Address:</b>	<b>Submit this Supplemental Questionnaire, application and any required documents to:</b> Human Resources & Organizational Services 915 8 <sup>th</sup> Street, Suite 113 Marysville, CA 95901

This supplemental questionnaire is an integral part of the selection process. Responses to these questions will be thoroughly evaluated based on the job requirements, in order to determine the most suitably qualified applicants to continue in the selection process. It is important that responses be as complete and 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. Applicants with the most relevant experience will be invited to the next phase of the selection process – a written examination. **FAILURE TO SUBMIT A COMPLETE COUNTY APPLICATION AND THIS SUPPLEMENTAL QUESTIONNAIRE TO YUBA COUNTY HUMAN RESOURCES BY THE FINAL FILING DATE WILL ELIMINATE YOUR APPLICATION FROM BEING CONSIDERED FURTHER IN THE SELECTION PROCESS.**

This is a physically demanding position and labor intensive throughout an Election process. This position will perform logistical planning and preparation of the polling equipment and other election materials. Please answer the following questions:	
<input type="checkbox"/> Yes <input type="checkbox"/> No	Are you able to work overtime on the evenings and weekends as needed during an election season with little or no advance notice?
<input type="checkbox"/> Yes <input type="checkbox"/> No	Are you able to lift and/or maneuver up to 50 pounds independently? Select One: <input type="checkbox"/> With Accommodation <input type="checkbox"/> Without Accommodation?
<input type="checkbox"/> Yes <input type="checkbox"/> No	Are you able to repetitively lift and maneuver polling equipment which can weigh up to 35 pounds and can be bulky/cumbersome for extended periods of time? Select One: <input type="checkbox"/> With Accommodation <input type="checkbox"/> Without Accommodation?
<input type="checkbox"/> Yes <input type="checkbox"/> No	Are you able to spend lengthy periods of time on your feet while performing physically demanding work?
<input type="checkbox"/> Yes <input type="checkbox"/> No	Are you able to use common tools such as a screwdriver and wrench to set up and prepare polling equipment and sites?

Please provide and attach a typed document describing your related experience, education and training for the following questions.

1. Describe your experience working in a high stress work environment. Include some specific examples of steps you took to enable you to effectively perform your assigned work.
2. Describe your experience communicating/explaining information related to laws, codes, regulations, policies, procedures, technical terminology and/or legal documents.
3. Describe your experience working with and responding to the public regarding sensitive and/or politically charged issues. Include specific details about communication and/or interpersonal skills used to defuse irate or impatient customers.
4. Describe your experience working in a fast-paced environment, with multiple tasks, frequent interruptions, and how you coordinated these conflicting elements of the job(s).

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 of Applicant:** \_\_\_\_\_ **Date:** \_\_\_\_\_