



COUNTY OF YUBA SUPPLEMENTAL QUESTIONNAIRE

SUPPLEMENTAL QUESTIONNAIRE	
LEGAL OFFICE ASSISTANT I/II	
Name:	Application Filing Deadline: Friday, April 21, 2017 @ 5:00 PM
Daytime Telephone:	
Address:	Submit this Supplemental Questionnaire, application and any required documents to: Human Resources & Organizational Services 915 8 th 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 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 detailed as possible. A resume may be submitted but will NOT be accepted in lieu of a completed supplemental questionnaire. 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 THE YUBA COUNTY PERSONNEL/RISK MANAGEMENT DEPARTMENT WILL ELIMINATE YOUR APPLICATION FROM BEING CONSIDERED FURTHER IN THE SELECTION PROCESS.**

	Supplemental Questions	Answer
1.	Are you able to listen and/or speak while using a computer keyboard at the same time?	<input type="checkbox"/> Yes <input type="checkbox"/> No
2.	Are you able to pass a background investigation which may include Live Scan fingerprinting?	<input type="checkbox"/> Yes <input type="checkbox"/> No
3.	Are you able to work in a fast-paced, high stress environment?	<input type="checkbox"/> Yes <input type="checkbox"/> No
4.	Are you able to accept clients' differences and interact with them in a non-judgmental manner?	<input type="checkbox"/> Yes <input type="checkbox"/> No
5.	Are you able to deal calmly and think clearly with angry people when the problem is not your fault and/or the resolution is out of your authority?	<input type="checkbox"/> Yes <input type="checkbox"/> No
6.	Are you able to be subjected to abuse and profane language on the phone or in person and deal with it unemotionally?	<input type="checkbox"/> Yes <input type="checkbox"/> No

7. How would you rate yourself in handling stressful situations? (Please check only one).

- Somewhat uncomfortable, becoming easily flustered.
- Usually not easily flustered, but often feel anxious.
- Usually extremely calm, can think clearly and do not feel particularly anxious.

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

- Typing
- Filing
- Creating business correspondence
- Calendaring appointments and events
- Entering data and utilizing computers to perform most tasks
- Uninterrupted research/Researching information
- Following detailed procedures and rules
- Many things going on at once, many interruptions
- Busy, fast paced work
- Significant amount of public contact
- Work involving keeping track of a large number of details
- Working with established procedures and rules
- Little or no contact with others

9. Please rate your proficiency in the following MS Office applications:

MS Office application	Not Performed	Beginning	Intermediate	Advanced
Word	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Access	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Excel	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Outlook	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

For the following questions, please type responses on a separate sheet of 8 ½ x 11 paper, reference responses to the appropriate question number and attach responses to this cover sheet.

10. Please describe the work experience listed in Question #8, providing examples of the type of work performed. Include in the response the name of the employer you worked for, your job title, and specific role and responsibilities.

11. Based on your responses to #9, please describe your related work experience 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 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:** _____