



COUNTY OF YUBA SUPPLEMENTAL QUESTIONNAIRE

SHERIFF'S RECORDS CLERK

FINAL FILING DATE:

April 5, 2017

COMPLETED APPLICATION MATERIALS TO:

Yuba County Human Resources
915 8th Street, Suite 113, Marysville, CA 95901

Print Name: _____

Date: _____

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. **FAILURE TO SUBMIT A COMPLETE COUNTY APPLICATION, PERSONAL HISTORY STATEMENT, VALID TYPING CERTIFICATE AND THIS SUPPLEMENTAL QUESTIONNAIRE TO THE YUBA COUNTY PERSONNEL/RISK MANAGEMENT DEPARTMENT WILL ELIMINATE YOUR APPLICATION FROM BEING CONSIDERED FURTHER IN THE SELECTION PROCESS.**

The Records Clerk position works in the Support Services Division of the Sheriff's Department. Incumbents must be able to exercise good judgment under very demanding circumstances while maintaining a professional demeanor with citizens who may be abusive, excited, intoxicated, ill, disabled or incoherent.

While there are many satisfying and rewarding aspects to this position, it is important for all applicants to carefully consider both the negative and positive features of a new career. The following job factors are some features of the Sheriff's Records Clerk position which many applicants are unaware. This is not an official job description. If any of these items present problems for you, we strongly suggest you reevaluate applying for this position.

WORKING ENVIRONMENT

- Sitting for prolonged periods of time
- Be unable to smoke or eat at your workstation at any time.
- Work within an organization structured on a "military" model.
- Work at a rapid but accurate pace.
- Ability to maintain concentration and attention for extended periods of time.

TYPES OF NEGATIVE JOB FUNCTIONS

- Serve citizens that have been a victim/witness of violent crimes.
- Exposure to crime related reports/details that can be of a graphic nature.
- Service citizens that can be difficult to understand, irrational and/or confused.
- Serve felons who may need copies of records and/or to register with the County due to crimes.

PLEASE ANSWER THE FOLLOWING QUESTIONS:

SUPPLEMENTAL QUESTIONS	YES	NO
1. Are you able to be subjected to abusive and profane language and deal with it unemotionally?	<input type="checkbox"/>	<input type="checkbox"/>
2. Are you able to work in the high stress environment of an emergency communications facility?	<input type="checkbox"/>	<input type="checkbox"/>
3. Are you able to work in a disciplined environment and carry out orders even if you do not agree with them?	<input type="checkbox"/>	<input type="checkbox"/>
4. Are you able to take instructions and abide by the policies, procedures, rules and regulations of the Yuba County Sheriff's Department?	<input type="checkbox"/>	<input type="checkbox"/>
5. Are you familiar with the geography and street names of Yuba County?	<input type="checkbox"/>	<input type="checkbox"/>
6. This position requires a great deal of public contact in person and over the phone. Do you possess the ability to speak and hear well enough to understand, respond, and communicate clearly in person and on the telephone?	<input type="checkbox"/>	<input type="checkbox"/>
7. Are you able to deal calmly and think clearly with angry people when the problem is not your fault?	<input type="checkbox"/>	<input type="checkbox"/>
8. This job requires you to complete data entry promptly and accurately. Is this something you can do?	<input type="checkbox"/>	<input type="checkbox"/>
9. Are you willing to learn all functions of the job, as defined in the classification specification for the Records Clerk position?	<input type="checkbox"/>	<input type="checkbox"/>
10. Do you have competent work experience working with computer software programs? If yes please list the specific software programs:	<input type="checkbox"/>	<input type="checkbox"/>
11. Do you possess additional education related to clerical work? If yes please list the college course(s), special certification(s) and/or training seminar(s):	<input type="checkbox"/>	<input type="checkbox"/>
12. Do you possess any record keeping experience? If yes, what type of employer*: *Verify this information is reflected in the Employment History part of your application.	<input type="checkbox"/>	<input type="checkbox"/>

13. Check ALL items that BEST describe your preference of your employment environment:

- Multi-task with many interruptions
- Job is of major importance and results are questioned routinely
- Deal with little confidential material
- Few interruptions or distractions
- Busy, fast paced environment
- Large amounts of public contact
- Keep records and track of a large volume of details
- Work within established procedural guidelines
- Job is of minor importance and results involve little scrutiny

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: _____