BAY AREA AIR QUALITY MANAGEMENT DISTRICT
SUPPLEMENTAL APPLICATION

SECRETARY

Instructions: Please respond to each of the following questions below. Please limit your responses to one page per question. This information may be used to determine those applicants with the most directly related experience, education, and training to continue in the selection process. **Please do not combine your responses or reference your application, resume, or any other requested documentation that you have included with your application packet to answer a question.**

Please be advised that the information you provide will be evaluated "as is" and incomplete or illegible applications will likely receive lower ratings. Therefore, it is very important to provide a concise, organized, and easy to follow response to each question.

When providing answers, please include the organization where you gained your experience, your job title, length of time in years/months, and a brief but complete description of your experience.

1. Please describe your specific secretarial, clerical and office administrative support experience. Include the number of years of relevant experience and to whom you provided support (i.e. management, supervisory or professional staff).

2. Please list the computer software programs you have used such as spreadsheets, presentation software, and other word processing programs. Include your level of proficiency and how you utilized the software and/or what type of document have you produced using the software program.

3. Please describe your experience composing correspondence independently from brief instructions or notes.

4. Please describe your experience scheduling meetings, preparing agendas, setting priorities and meeting critical deadlines.

5. Please describe your experience organizing and maintaining files, both electronic and hard-copy. Include the types of documents you were responsible for tracking or filing.

Please return this signed form with your responses attached to your application.

I certify that the information provided on all application materials is accurate and complete to the best of my knowledge. I understand that any falsification may cancel any terms and conditions, or privileges of employment.

Signature:_____ Date:_____