

SUPPLEMENTAL QUESTIONS

1. How many years of clerical/administrative assistant experience do you have? Describe some of the duties you have performed.
2. How many years of experience do you have with Microsoft Word, Excel and Outlook or other word processing, spreadsheet software and email services? Describe some of the documents you have prepared and email newsletters you have worked on.
3. Describe the types of meeting minutes you have had to take and prepare and how they were prepared, including the tools used.
4. Have you worked for a government agency in the past? How long? What was your position? Describe some of the duties you have performed.