

Sunnyslope County Water District

Executive Assistant-Confidential Supplemental Questionnaire

OVERVIEW: The purpose of this questionnaire is to provide applicants the opportunity to elaborate in greater detail on that experience and training submitted as qualifications for the Executive Assistant position. This supplemental questionnaire will be used to obtain specific job-related information to assist the District in choosing candidates to participate further in the selection process.

INSTRUCTIONS: On separate paper and limiting your response to no more than two pages, provide your answers to each of the questions outlined below. Be sure to include your name on each page of your response.

Submit your completed questionnaire along with the required District employment application and any additional applicable certificates before the final filing date and time as posted in the job announcement. Resumes will be accepted as supplemental information but **not** in lieu of the District application. Applicants failing to submit a completed supplemental questionnaire and a District application will not be considered for the position.

QUESTIONS:

1. What is your experience in researching a problem or subject in question, summarizing your research in a report, and making recommendations based on that research? Describe an example from your experience including how you approached gathering your research, sources and/or resources used, and the results of your recommendations.
2. What is your experience in preparing payroll? Describe the size of the payroll (i.e. number of employees), whether you calculated paychecks manually or using a payroll program (if using a program, which one), how often you prepared payroll, the extent of your involvement in preparing the quarterly and/or annual payroll tax returns, and the number of years of experience you have.
3. What experience do you have with accounts payable or other accounting related work? Describe your accounts payable experience or other accounting experience including what you did, how often you did it, and how much experience you have. Also discuss your experience with creating and maintaining spreadsheets; include how you would rate your skill level with Excel or other spreadsheet software (basic, intermediate, advanced, or power user) and why.
4. What other computerized software programs are you experienced with? Provide the name of the software, briefly describe its purpose, and then describe some specific projects for which you have used this software. Include a rating of your level of expertise for each program as basic, intermediate, advanced, or power user.
5. Do you have any special expertise or skills that you would like us to consider? Please describe in detail.