

BAY AREA AIR QUALITY MANAGEMENT DISTRICT
SUPPLEMENTAL APPLICATION

ADMINISTRATIVE SECRETARY
Technical Services Division

Employees who apply for this position must respond to each of the following questions and return their responses to the Human Resources Office along with their official BAAQMD application packet no later than the time and date specified in the vacancy announcement. The responses to the supplemental application questions will be used in accordance to the procedures indicated under the Selection Criteria in the vacancy announcement.

Instructions: You must respond to all of the following questions to be considered for this position. Your responses are limited to one 8½" x 11" page per question. Your responses may be typed or legibly handwritten. Also identify each response by number indicated. Do not combine your responses, or reference your application, resume, or response to a different question.

For questions regarding experience, you must include in your answers the duration of your experience in years/months, your job title, the name of the organization where you gained your experience, and a brief but complete description of the functions/duties you performed in that job. If you held several positions in the same organization while performing a specific function/duty related to the question asked, please list them separately and chronologically.

Please be advised that the information you provide will be evaluated "as is". Incomplete (including failure to provide the information requested as noted above), vague or unclear responses and 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.

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. Include your level of proficiency and how you utilized the software and/or what type of documents have you produced using the software program.
3. Please describe your specific experience in writing and editing reports. Include the number of years of relevant experience and describe the types of reports, the software you used, the audience, and the frequency of the reports.

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: _____