Supplemental Questionnaire

CLERK TYPIST I, II, III #09-49

Please note: It is your responsibility to make sure that all requested information is provided on this supplemental questionnaire. Only complete supplemental questionnaires will be considered.

RESPONSES TO THE REQUESTED INFORMATION WILL BE REVIEWED, EVALUATED, AND SCORED. THEREFORE, IT IS VERY IMPORTANT THAT YOU PROVIDE A THOROUGH RESPONSE. PLEASE PROVIDE TYPED OR WORD-PROCESSED RESPONSES ON SEPARATE PAGES.

PLEASE NOTE
If you are applying for the Clerk Typist I position, please check here □ and answer the following questions on a separate sheet of paper.

1. This position requires a combination equivalent to graduation from high school including or supplemented by courses in office procedures. Please describe how your training/experience meets this requirement.

2. What office machines have you used in previous training/experience?

3. What computer software, (i.e. Microsoft Word), have you used in previous training/experience. How long have you used each software listed?

4. What is your current typing speed?

If you are applying for the Clerk Typist II position, please check here □ and answer the following questions on a separate sheet of paper.

1. This position requires a combination equivalent to graduation from high school and one year of clerical experience. Please describe how your training/experience meets this requirement.

2. What office machines have you used in previous training/experience?

3. What computer software, (i.e. Microsoft Word), have you used in previous training/experience. How long have you used each software listed?

4. What is your current typing speed?

If you are applying for the Clerk Typist III position, please check here □ and answer the following questions on a separate sheet of paper.

1. This position requires a combination equivalent to graduation from high school and two years of increasingly responsible clerical experience, please describe how your training/experience meets this requirement.

2. What office machines have you used in previous training and/or experience. How long have you used each machine listed.

3. What computer software, (i.e. Microsoft Word), have you used in previous training/experience. How long have you used each software listed?

4. What is your current typing speed?

Please print your name