

OFFICE ASSISTANT II

SUPPLEMENTARY QUESTIONNAIRE

1. Please describe your computer experience and familiarity with word processing programs, databases, and spreadsheets.
2. Please describe your experience in dealing with the public including how you handled irate or angry customers and their complaints.
3. Please describe any other skills you possess that could be applied to this position.
4. Please give your definition of a fast pace office and then describe your experience working in one.

5. Please describe how you would deal with constant interruptions.

6. Please describe what methods/tools you use to keep yourself organized.