



ADMINISTRATIVE ASSISTANT SUPPLEMENTAL QUESTIONNAIRE

Redmond Fire & Rescue
341 NW Dogwood Ave
Redmond, OR 97756
(541) 504-5000

For the purposes of getting a better sense of your qualifications and written communication skills, please answer the following questions. Answers should be limited to the space provided.

- 1) Do you have at least four (4) years of advanced level administrative/clerical experience? Yes No

- 2) Please briefly describe your experience, including length of service, in general office administration and accounts payable/receivable. Please be specific about whether it involved public contact, reception, telephone work, invoice processing, facility scheduling and or file/record maintenance.

- 3) Describe your role and experience in scheduling and coordinating the logistics for meetings and events, including facility contracts and reservations, with attendees that have busy schedules.

4) Describe your proficiency using Microsoft Office programs, specifically Word, Excel, PowerPoint and Publisher.

5) Explain how you prioritize projects and duties with the occasional interruptions from external customers and internal employees. How do you get back on track to meet deadlines?