

Supplemental Questionnaire
for
DEPUTY CLERK II

Please read through the instructions and the questionnaire carefully before you fill it out. It is very important that you answer the questions as completely and accurately as possible.

INSTRUCTIONS

The Utah County Personnel Office appreciates your interest in this position. Since this questionnaire is an important part of the selection process for this position, **it must be fully completed.** It has been prepared to give applicants the same opportunity to fully explain their background as it relates to this position. In this questionnaire you will be asked to describe your past experience in performing certain duties. **Do not substitute your resume or any other material for a response to the questions contained in this questionnaire. *Any work experience listed on this supplemental questionnaire must be indicated on your application.*** We are only interested in your past experience, not in titles of positions you have held, or in your belief that you could do the job if given the chance. Please follow the instructions carefully for each question. Please write clearly.

The information you provide will be evaluated to determine your eligibility for further consideration.

Please type or use black ink (for reproduction purposes). Please attach additional pages using the same format when more space is needed. Please submit all application materials to Utah County Personnel Office, 100 East Center, Suite 3800, Provo, Utah, 84606.

Name (please print)

Date

Last four numbers of Social Security #: X X X - X X - ____ ____ ____ ____

PLEASE READ CAREFULLY BEFORE SIGNING: The answers to the following questions are true and complete to the best of my knowledge. I understand that falsification of information may result in my disqualification or removal from a County position.

Signature: _____ Date: _____

Please answer the questions as completely as you can. Remember, we are interested in a description of your past experience and not in the titles of positions you have held. Identify your employer(s) for all the experience you describe.

Please describe in detail the length and scope of your experience in the following areas:

1. Describe your scope of understanding, as well as your experience performing job duties in accordance with statutes and ordinances.

*Number of months in this function (Please indicate if full time or part time): _____

2. Detail your experience related to:

a) Issuing marriage licenses and related record keeping.

b) Assisting with the completion and submission of passport applications.

*Number of months in this function (Please indicate if full time or part time): _____

3. Outline your work experience related to processing voter registration and absentee ballots.

*Number of months in this function (Please indicate if full time or part time): _____

4. Describe in detail your experience using VISTA (the state-wide computerized voter registration system.) Please give examples of how you have used the system.

***Number of months in this function (Please indicate if full time or part time): _____**

5. Give a detailed overview of your clerical skills. Also, please list the computer programs/word processing programs you have used in your previous/current employment and give examples of how you used them.

***Number of months in this function (Please indicate if full time or part time): _____**

6. Give a detailed example of a time in your previous/current employment when you had to make a "judgement call" when there was not a written policy or procedure to follow. What was the outcome?

***Number of months in this function (Please indicate if full time or part time): _____**

