

Supplemental Questionnaire  
for  
Administrative Associate - DDAPT  
Posting # 6359-0918ksa

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 Human Resources 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 Human Resources Office, 100 East Center, Suite 3800, Provo, Utah, 84606.

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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 type your responses to the questions below in narrative paragraph form and describe in detail the length and scope of your experience in the following areas:

1. What is the largest organization you have worked for in terms of number of staff and total annual budget? What were your responsibilities in that organization?

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

2. This department has contracts with multiple agencies that range from 1 year to 5 years length. Many of the multi-year contract are amended annually. How would you set up a tracking system so that due dates and renewals for contracts and amendments can be done in a timely manner?

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

3. Your supervisor has asked you to set up a meeting with representatives from several agencies to be held in about three weeks. From beginning to end, what steps would you need to take to schedule, organize, document, and follow-up from such a meeting?

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

4. One of the national organizations to which the department belongs requires three of the managers from the department to attend a three-day meeting in Washington D.C. one month from today. You are responsible to make all travel arrangements for this meeting. From beginning to end, what information would you need, and what steps would you need to take to schedule, organize, and follow-up from such a meeting?

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

5. One of the duties of this position is to organize purchasing of office supplies for 9 programs. How would you go about organizing purchasing so that you minimize your efforts and stay within the budgets of all 9 programs?

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