

Name: \_\_\_\_\_



APPLICATION SUPPLEMENT: Temporary Clerical Assistant – Recorder’s Office

INSTRUCTIONS: Your training and experience will be evaluated and scored to determine how well you qualify for this position. Please provide the additional information requested below in a clear and concise manner. Include in your answers the name and phone number of someone who can and will verify your experience or training (employer/supervisor/instructor). Be specific and provide all requested information. Please do not refer the question to a resume – answer the questions as they appear here.

1. Describe any office experience you have, including anything with scanning or data entry.

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2. Describe your experience dealing with confidential information. Include specific duties/activities and the duration of the experience.

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3. Describe your level of computer knowledge and computer software programs you are proficient in.

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Name: \_\_\_\_\_

8. Do you have a high school diploma or GED? Yes \_\_\_ No \_\_\_

**IMPORTANT:** Please include the following information with the application form. The failure to do so may delay or prevent the timely processing of the application. You will not receive credit for the relevant education, certification, etc. if documentation is not included with the application.

1. Photocopy of documentation of post-secondary education and any other relevant courses taken.
2. Photocopy of DD214 if requesting veteran's preference points. If you are claiming a disability for preference points, you must provide documentation of the disability with this completed application. Supply a photocopy of the original award letter of the disability from the Veterans Administration, or call the VA at 1-800-827-1000 to request the documentation. Be prepared to supply your VA claim number and social security number.