Supplement to City of Austin
Employment Application

Position: Administration, Clerk & Cashier

TO ALL JOB APPLICANTS: Completion of this supplement is required as part of the City of Austin employment process to more accurately evaluate your qualifications. Complete all questions in detail. **Resumes will <u>not</u> be accepted in lieu of this supplement and should not be referenced in place of answering the questions below.** If desired, you may attach a separate sheet of paper for the short answer questions.

1. Check the box that best describes your overall skill with each computer program listed.

	Have not used	Limited: occasionally use program	Average: regular user of basic functions	Proficient: frequently use advanced functions
Word				
Excel				
Outlook				
Adobe				
Power Point				
Publisher				
Canva				

2. Describe any special training you've completed that would assist you in this position.

3. Check the box that best describes your customer service experience, then describe in detail your experience.

   ☐ No experience   ☐ Less than one year   ☐ 1 to 2 years

   ☐ 3 to 4 years   ☐ 5 or more years

4. Please describe, in detail, any experience you have had with accounts receivable management. Please be specific in outlining your role in the overall process.

5. What experience do you have with the following:
   a. Coordinating meeting or events

   b. Coordinating travel

6. Do you have experience supporting multiple people at the same time, requiring you to prioritize your work? Please describe in detail your experience in this area.

7. What strategies do you use to maintain consistency and accuracy in the following areas?
   a. Data entry

   b. Scheduling

   c. Document management

8. What skills do you feel are the most important in the role of an administrative assistant and why?

9. What experience do you have in providing support for internal communications within an organization? What was your role and what were the types of communication tools used?

_____

Applicant Name (please print)

_____   _____

Signature   Date

If using typed signature only, I acknowledge that the information I have provided is true and correct and I am hereby submitting it with my application.