Office Specialist – City Clerk's Office - Supplemental Questionnaire

In order to assess your experience and background in the areas of the position, please answer the following questions in a few sentences or less.

1. Describe any experience or training you may have in fulfilling public records requests.

2. Describe any experience or training you may have had with records management and archiving.

3. Describe any experience or training you may have had in working with angry or disruptive customers/clients/individuals.

4. From the description of this position, what do you think you will be doing on a day-to-day basis?