



**Office Specialist – City Clerk’s Office
Qualifications Checklist**

To assist in the screening of all applicants, please complete the minimum qualifications checklist and return to Samuel Crawford by July 5, 2019.

QUALIFICATIONS		Yes	No
1. I have a high school degree or equivalent.			
2. I have a minimum of one year of administrative experience or equivalent combination of education and experience that provides me with the necessary qualifications.			
3. I am proficient with Microsoft Office Suite 2010, including Word, Outlook, and Excel.			
4. I have experience in fulfilling public records requests and Washington State public records laws.			
5. I have a Washington State Driver’s License with a driving record free of any significant moving violations.			
6. I can occasionally lift or move 25 pounds.			
7. I am able to work on Monday and Friday afternoons.			
SUPPLEMENTAL			
8. I have additional certifications or training that is relevant to the position (list all that apply):			
9. I meet all other qualifications as outlined in the job description. If not, please explain:			
10. Please check any of the areas you have knowledge/experience in: <ul style="list-style-type: none"> <input type="checkbox"/> Records and archiving at the government level <input type="checkbox"/> Laserfiche <input type="checkbox"/> Licensed Notary Public in the State of Washington <input type="checkbox"/> Washington State Public Records Act (PRA) <input type="checkbox"/> Open Public Meetings Act (OPMA) <input type="checkbox"/> CivicPlus website platform <input type="checkbox"/> Facebook and Twitter <input type="checkbox"/> Other: _____ 		11. Where did you hear about this job? <ul style="list-style-type: none"> <input type="checkbox"/> City Website/Social Media <input type="checkbox"/> AWC Jobnet <input type="checkbox"/> Newspaper <input type="checkbox"/> Trade Magazine <input type="checkbox"/> Other: _____ 	

I hereby certify that all statements made above are true and correct.

Signature

Print Name

Date