

Administrative Specialist III

Recruitment number: SUS-6007-June10

Required supplemental questions

- All applicants must submit a written or typed response to each of the following.
 - The responses must be addressed individually and included with the application on a separate sheet(s).
 - Write your telephone number, including the area code, in the upper right corner of each page, but not your name.
 - Your responses will be used as part of your application evaluation.
1. **Describe your experience in compiling, designing and/or producing complex reports and documents, and your role in their preparation. Give specific examples, including actual documents you have produced if possible.**
 2. **Describe your experience scheduling appointments and maintaining calendars for multiple staff. What considerations do you take into account when resolving scheduling conflicts, establishing priorities and tracking tasks? What strategies do you use to be expedient? (Please be specific.)**
 3. **Describe your experience performing complex administrative assistant duties, including the independent completion of projects. Include a description of your experience streamlining or otherwise increasing efficiencies and productivity.**