

Administrative Assistant Oregon Convention Center

Recruitment number: MERC-8046-Aug09

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 training and experience in a position requiring significant public contact where you were responsible for providing information over the phone or in person; determining appropriate referral of calls; and exchanging, correcting and verifying information.**
 2. **Describe your experience in scheduling appointments; maintaining calendars; retrieving and sending correspondence and other data formatting, including organizing, updating and compiling, and using a computer network.**
 3. **Describe your training and experience working with standard office equipment. Include 1) the types of software you are familiar with and your level of proficiency, and 2) your experience with data entry and the maintenance and update of database system(s).**
 4. **Describe your experience working independently (with little direct supervision) in a multi-tasking, deadline-oriented environment with many interruptions.**