

Receptionist/Secretary

Recruitment number: OCC-8010-Oct09JS

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 working in a position requiring significant public contact where you are responsible for providing information over the phone or in person; determining appropriate referral of calls; and exchanging, correcting or verifying information.**
 2. **In your opinion, what is the most important qualification an individual can have in order to perform the essential job duties of this position?**
 3. **Describe your training and experience working with standard office equipment and computer systems. Include the types of hardware and software you are familiar with, your level of proficiency and your experience with data entry.**