

SUPPLEMENTAL APPLICATION FORM

Executive Secretary IV / Exam No. 42123D

Type or use black or blue ink only.

Last Name First MI Social Security No. Date

GENERAL INFORMATION

The information you provide in this supplemental application form will be used in conjunction with the official County application to evaluate your job-related experience and education. The evaluation of your job-related experience and education is weighted at 50% of your overall exam score. This form must be completed in addition to the official County job application. **Note that all information provided is subject to verification.**

INSTRUCTIONS FOR COMPLETION

Print or type your name and Social Security Number on each page of this form where indicated. Read the instructions for each section carefully. If you leave a section blank, the evaluator will assume that you have no education or experience in that area. ***Resumes or referrals to a resume or the official County application in lieu of a response on the supplemental application form will be considered a non-response.***

In order to be considered, this form and all application materials **must** be returned to the Department of Public Social Services by the last day of filing as stated in the official job bulletin. Failure to do so will result in rejection of your application.

CANDIDATE CERTIFICATION

I hereby attest that all information provided in this supplemental application form is true and complete to the best of my knowledge. I acknowledge that past employers or educators may be contacted to verify information provided in this application. I understand that any falsification or omission of material facts is in violation of Civil Service Rules and may subject me to action up to and including being barred from competing in this and future examinations.

Print Name

Signature

Date

**Supplemental Application Form (cont.)
Executive Secretary IV/Exam No.**

Last Name First MI Social Security No. Date

I. **MINIMUM REQUIREMENTS.** Carefully read each of the filing options listed below, then check the one box that corresponds to the option under which you are applying.

Option I: One year of highly complex and highly responsible secretarial experience at the level of Los Angeles County's class of Senior Secretary V, Management Secretary III, Management Secretary IV, Senior Management Secretary I, or Senior Management Secretary II .

Option II: One year of experience at the level of Los Angeles County's class of Staff Assistant II assisting the manager of a line operation in a County department

Option III: Two years of complex and highly responsible secretarial experience at the level of Los Angeles County's class of Secretary V, Senior Secretary III, Senior Secretary IV, Management Secretary I, Management Secretary II, or Senior Stenographic Secretary.....

Option IV: Two years of experience at the level of Los Angeles County's class of Staff Assistant I assisting the manager of a line operation in a County department

**Supplemental Application Form (cont.)
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II. **EXPERIENCE.** This section is for indicating your related work experience. For each area "A," indicate whether you have experience performing the tasks/duties below by checking the corresponding boxes. Enter the number of months and the dates of the experience where indicated. **For the following you must list the dates of experience and payroll titles or it will not be counted. All experience indicated must be consistent with that stated in the official County application and is subject to verification.**

A. Do you have full-time, paid experience performing the following duties/tasks:

- | | | | | |
|--|-----|--------------------------|----|--------------------------|
| 1. supervising other secretaries;..... | YES | <input type="checkbox"/> | NO | <input type="checkbox"/> |
| 2. resolving problems and complaints;..... | YES | <input type="checkbox"/> | NO | <input type="checkbox"/> |
| 3. gathering qualitative and quantitative information;... | YES | <input type="checkbox"/> | NO | <input type="checkbox"/> |
| 4. checking, verifying, and comparing qualitative and quantitative information;..... | YES | <input type="checkbox"/> | NO | <input type="checkbox"/> |
| 5. overseeing the maintenance of records or files;..... | YES | <input type="checkbox"/> | NO | <input type="checkbox"/> |
| 6. preparing a variety of documents;..... | YES | <input type="checkbox"/> | NO | <input type="checkbox"/> |
| 7. interacting with a variety of individuals;..... | YES | <input type="checkbox"/> | NO | <input type="checkbox"/> |
| 8. coordinating office activities;..... | YES | <input type="checkbox"/> | NO | <input type="checkbox"/> |
| 9. recommending revisions in office, clerical, and secretarial procedures; and..... | YES | <input type="checkbox"/> | NO | <input type="checkbox"/> |
| 10. operating various office machines and/or equipment..... | YES | <input type="checkbox"/> | NO | <input type="checkbox"/> |

If "YES," please report the dates of experience and payroll title below:

1. Dates of experience (MM/DD/YY): _____ to _____

Payroll Title/Organization: _____

2. Dates of experience (MM/DD/YY): _____ to _____

Payroll Title/Organization: _____

3. Dates of experience (MM/DD/YY): _____ to _____

Payroll Title/Organization: _____

Use the back of this form if you have additional experience to report

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Last Name	First	MI	Social Security No.	Date
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III. **EDUCATION.** Check the appropriate box below.

- A. Do you have an Associate's degree or higher from an accredited college or university in Secretarial Science or a Bachelor's degree in any field from an accredited college?..... YES NO
- B. Are you a Certified Professional Secretary?..... YES NO

IV. **COMPUTER SOFTWARE USAGE.** Indicate by checking the appropriate box the computer software functions you have experience using on a weekly basis for the purpose of completing work or school assignments. Check all that apply.

- A. Database (e.g., Microsoft Access)..... YES NO
- B. Presentational (e.g., Microsoft PowerPoint) YES NO
- C. Spreadsheet (e.g., Microsoft Excel) YES NO
- D. Word Processing (e.g., Microsoft Word) YES NO