

County of Los Angeles
Chief Executive Office

SENIOR SECRETARY V
Exam Number: M2104M

SUPPLEMENTAL INFORMATION QUESTIONNAIRE

GENERAL INFORMATION

This Supplemental Information Questionnaire provides you the opportunity to fully and clearly demonstrate the level of secretarial responsibility you have held that has prepared you for the position of **Senior Secretary V**. You will respond to questions about your secretarial experience related to your manager and the structure of your organization.

The information provided in your response to this questionnaire will be used in conjunction with your application to determine if you meet the Selection Requirements for this examination. **All information that you provide is subject to verification.**

CANDIDATE CERTIFICATION

I hereby attest that all information provided in this Supplemental Information Questionnaire is true and complete to the best of my knowledge. I acknowledge that employers 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 dismissal during any period of employment.

Print Name

SSN

Signature

Date

INSTRUCTIONS FOR COMPLETION

Please attach your responses to the questions below to your signed and dated cover page of this Supplemental Information Questionnaire and attach it to your application or applicant profile.

Please answer the questions below using the sample format below. Your responses to each question should be type-written or legibly printed. You may attach additional sheets of paper if necessary.

If you leave a question or field blank, the evaluator may not be able to assess your application accurately, and your application may be disqualified. Resumes or referrals to a resume or the official Los Angeles County Application in lieu of a response on the Supplemental Information Questionnaire will be considered a non-response.

You do not need to list your duties here. They will be evaluated in your application and resume, if you attached one.

Please provide the following details for each secretarial experience you believe meets the Selection Requirements for this position.

QUESTION #1: Please provide payroll title, beginning and end dates of employment, and number of hours worked per week.

QUESTION #2: Please provide the name and position title of your supervisor, what section your supervisor manages, and in which department your section resides, if applicable.

QUESTION #3: How many employees are in your section? Are in your department?

QUESTION #4: Please attach an organizational chart for your organization and indicate the section in which you work. (If you do not have a copy of an organizational chart, you may draw one and attach it to this document.)

SAMPLE FORMAT FOR YOUR RESPONSE FOR EACH QUALIFYING EXPERIENCE:

Dates of experience (MM/DD/YY):	_____ to _____	Hours per week: _____
Payroll Title:	_____	
Supervisor Name/Title:	_____	
Section Led by Supervisor:	_____	
Employees in Section:	_____	
Department of which your section is one part (if applicable):	_____	
Employees in Dept:	_____	
Attachment:	<u>Organizational Chart</u>	

