



## Administrative Assistant (Temporary Position) Pre-Qualifying Questionnaire 2019-11

Please complete the following pre-qualifying questionnaire providing the information requested about your experience and background. **If you answer with 'See Resume', you will not be considered for this posting.**

The questionnaire will be scored. The information you provide in the answers below will be used to determine if you will proceed to the next phase of the selection process. Information related to education and experience must be verifiable on your application to be given credit.

\* 1. Do you have at least a high school diploma or GED?

Yes  No

\* 2. How many years (full-time) of clerical experience do you have?

None  Less than 1 year  1-2 years  2-3 years  3-5 years  5 or more years

\* 3. Please explain any formal business training or education you have. If this doesn't apply to you, please indicate 'N/A'.

\* 4. Preference may be given based on previous experience and qualifications. Please check all that apply:

- Previously employed by Eugene-Springfield FireMed  
 Membership database management experience  
 Managing complex membership updates  
 Experience taking orders or applications over the phone  
 NONE of these apply to me

\* 5. Briefly describe your education, experience, knowledge and training that you believe qualifies you for this position.

\* 6. In order to be eligible to receive Veteran Preference Points, a completed form and supporting documentation must be submitted to Human Resources before the closing date and time of this posting. You must submit completed forms to HR via mail, email, fax or in person. Refer to the Job Posting for more information and required form.

I understand a form and supporting documentation must be submitted by the closing date to be eligible to receive points  N/A

If you have questions regarding the site, please [contact the webmaster](#).

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