

City of Hesperia

Deputy City Clerk Supplemental Questionnaire

Final Filing Date:
Friday, May 3, 2019
at 4:30 p.m.



SELECTION PROCESS

All interested applicants are required to **submit a City application and completed supplemental questionnaire**. In order to continue in the recruitment process, a supplemental questionnaire must be completed and added as an attachment to the application or provided by email to hr@cityofhesperia.us within 3 days of submitting application. **If a supplemental questionnaire is not received within 3 days of receipt of application, application will be rejected and disqualified from the recruitment process.** All applications with completed questionnaires will be screened and only those candidates who best match the needs of the City will be invited to continue in the selection process. Based on the qualifications from this recruitment's applicant pool, the City will exercise its discretion to determine the weight of testing (100%, pass/fail, or a conversion 40%-60%). Testing may include a written, interview, and/or assessment examination. Applicants will receive notification regarding recruitment status within three (3) weeks of final filing date.

****Please visit the Employment page at www.cityofhesperia.us to view job flyer and full job description and expanded list of qualifications required for this position****

CMCC-19-04-007

City of Hesperia

Human Resources
9700 Seventh Avenue
Hesperia, CA 92345
Phone: 760.947.1100
Fax: 760.947.2978
Email: hr@cityofhesperia.us

Please be sure to add the following email to your contacts list: hr@cityofhesperia.us.

APPLICATIONS AVAILABLE:

On the City's website at www.cityofhesperia.us, City's mobile application, Human Resources or call the Job Line at (760) 947-1100.

POSTMARKED APPLICATIONS
WILL NOT BE ACCEPTED

Please attach your responses to the supplemental questions to your employment application. If completing the application online, please upload your responses as an attachment. Include your name on each page of your responses.

1. List the various software applications you are familiar with and provide your experience level (beginner, competent, advanced, expert), the length of time you have utilized the software and what you utilized the software for.
2. Describe your experience and software used in entering and retrieving data into and from software applications.
3. Explain the steps/methods you use when learning a new task/skill/software program.