CLERK – EXPERIENCED LEVEL
SUPPLEMENTAL QUESTIONNAIRE

This supplemental questionnaire will be used to determine which candidates are interested in the various types of clerical positions, such as typing or non-typing positions. **Supplemental Questionnaires must be included with your application. Applications received without a supplemental questionnaire will be disqualified.**

1. Do you have one (1) year of full-time office clerical experience?
   - ☐ Yes
   - ☐ No
2. What shifts are you available to work?
   - ☐ Day
   - ☐ Evening
   - ☐ Night
   - ☐ Rotating Shift
   - ☐ Weekends
3. Which type of employment are you willing to work?
   - ☐ Permanent Full-Time (Regularly scheduled 40 hours per week, full fringe benefits)
   - ☐ Permanent Part-Time (Regularly scheduled less than 40 hours per week; prorated vacation, sick leave; eligible for medical/dental benefits; retirement plan)
   - ☐ Temporary – Limited Term Employment (A limited period of time, paid on an hourly basis, eligible for paid time off if assignment exceeds one (1) year). Acceptance or refusal to accept appointment to a temporary position by an eligible shall not limit an eligible' s right to certification to a permanent position.
   - ☐ Permanent Intermittent (Irregular, unscheduled employment on an on-call or per diem basis, paid hourly; must be available to work every other weekend; scheduled for one major and three minor holidays. Prorated vacation and sick leave; medical coverage available wholly at employee's expense)
4. What regions are you willing to work in?
   - ☐ Central (Concord, Clayton, Martinez, Moraga, Orinda, San Ramon and Pleasant Hill)
   - ☐ West (Crockett, El Cerrito, El Sobrante, Hercules, Kensington, Pinole, Richmond, Rodeo and San Pablo)
   - ☐ East (Antioch, Bay Point, Brentwood, Oakley and Pittsburg)
   - ☐ South (Danville, San Ramon, Walnut Creek and Ygnacio Valley)
5. What languages, other than English, can you speak and read **fluently**? (Answering this question will require you to be tested in this language and if you are on the eligible list, your name may be referred out to departments where you are expected to communicate in that language regularly)
   - ☐ (Speak Only) **Indicate Language(s)** _____
   - ☐ (Read Only) **Indicate Language(s)** _____
   - ☐ (Write Only) **Indicate Language(s)** _____
   - ☐ (Speak, Read, and Write) **Indicate Language(s)** _____
   - ☐ Other

   _____
6. Please indicate your fluency in Spanish. (Answering this question will require you to be tested in this language and if you are on the eligible list, your name may be referred out to departments where you are expected to communicate in that language regularly)
   - ☐ Spanish (Speak Only)
   - ☐ Spanish (Read Only)
   - ☐ Spanish (Write Only)
   - ☐ Spanish (Speak, Read, and Write)
   - ☐ None
7. Are you interested in a typing position?
   - ☐ Yes
   - ☐ No
8. Do you have a typing certificate obtained in the past 6 months validating, in a five minute timed typing test, the ability to type at least 40 net words per minute? If yes, a valid typing certificate must be submitted along with your application or you may **email the typing certificate to exam@hrd.cccounty.us.**
   - ☐ Yes
   - ☐ No

9. If placed on the eligible list, which departments do you wish to be referred to? (not checking a box means you **will not** be referred to that department)

- ☐ ALL DEPARTMENTS
- ☐ AGRICULTURE
- ☐ ANIMAL SERVICES
- ☐ ASSESSOR
- ☐ AUDITOR-CONTROLLER
- ☐ BOARD OF SUPERVISORS
- ☐ DEPARTMENT OF CONSERVATION AND DEVELOPMENT
- ☐ CCC FIRE DISTRICT
- ☐ CHILD SUPPORT SERVICES
- ☐ CLERK-RECORDER
- ☐ COUNTY ADMINISTRATOR
- ☐ COUNTY COUNSEL
- ☐ DISTRICT ATTORNEY
- ☐ EMPLOYMENT & HUMAN SERVICES
- ☐ HEALTH SERVICES
- ☐ HUMAN RESOURCES
- ☐ LIBRARY
- ☐ PROBATION
- ☐ PUBLIC DEFENDER
- ☐ PUBLIC WORKS
- ☐ SHERIFF
- ☐ TREASURER-TAX COLLECTOR
- ☐ VETERANS SERVICES