

# Monterey Bay Air Resources District

## Supplemental Application For Executive Assistant

**Instructions:** Please respond to each of the following questions. Type or print your responses on 8-1/2" x 11" paper with a font size of no less than 10 point. **Please limit your responses to a page per question or part.** This information may be used to determine those applicants with the most directly related experience, education, and training to continue in the selection process. Do not combine your responses, or reference your application or resume to answer a question.

Please be advised that the information you provide will be evaluated "as is" and incomplete, vague, or illegible responses will likely receive lower ratings. Therefore, it is very important to provide concise, organized, and easy to follow responses to each question.

1. Please describe any experience in each of the following areas. Your response must include the name of your employer, your job title, the level of management you reported to, the length of time of your experience in years/months, a brief description of your duties and responsibilities, and examples of the types of decisions you made in regards to the subject area.

- a. Clerking for official boards, commissions or committees
- b. Website input and update
- c. Interpretation and application of rules, regulations or laws
- d. Public and legal noticing
- e. Interaction with elected officials, industry, other public agencies and staff

2. Please describe your education, training and/or experience that you feel qualifies you for this position.

*Please return this signed form with your responses attached to your application.*

I certify that the information provided on all application materials is accurate and complete to the best of my knowledge. I understand that any falsification may cancel any terms and conditions, or privileges of employment.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*Please indicate below the source or website used to find this job announcement.*

---