

**FALLBROOK PUBLIC UTILITY DISTRICT  
SECRETARY  
SUPPLEMENTAL APPLICATION**

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*The supplemental application is designed to obtain information concerning your qualifications for a Secretary position. Your responses to the questions below will be carefully evaluated, and will be used to determine further participation in the recruitment process. Please provide concise, but thorough answers. Your supplemental application answers will also be used as one indication of your basic writing skills. You may submit your numbered answers on a separate sheet.*

*Do not submit a resume in lieu of this supplemental, or the general, application form. Failure to respond to questions will be considered an incomplete application. Please sign and date your response.*

1. Outline your experience as an executive level secretary for a public employer—specifically experience where taking minutes and transcribing minutes were a key responsibility of your job.
  - a. (Dates, agency, your title, responsibilities.)
2. This position requires the ability to gather information from a variety of sources and draft memos, letters and other correspondence from the information obtained. Can you give an example of your experience doing this?
3. How have you used your knowledge regarding the Public Records Act and the Brown Act in the past?
4. List any experience you have developing and/or maintaining administrative code(s).
  - a. (Dates, agency, your title, title of code and how often it was updated.)
5. List all of the pertinent education and certifications you currently hold. (This position requires possession of certification as a Notary Public of the State of California.)
6. List the computer software programs you have a working knowledge of, specifically, word processing, spreadsheet, scheduling and database.
7. What is your “words per minute” rate for keyboarding? Dictation? (Please attach certificate(s) showing your rate(s), if available.)
8. Attention to detail is paramount in this position. Please give an example that illustrates your attention to detail.
9. Explain any experience you have with creating contract documents for competitive bidding and the process for awarding bids.
10. If you have used any employment experience in this supplemental application which is not listed on the general application, please provide: Employer Name, Address, Telephone Number, Supervisor Name, Dates Employed, Hourly Wage, Title, Duties and Reason for Leaving.