



CITY OF CASTLE ROCK
Deputy Clerk I – Supplemental Questionnaire

This document must be completed and submitted with your application for you to be considered for this position. Please attach separate sheet if additional space is needed for your response.

Specifically list the years or months *experience* in the following:

(All responses must relate to the information on your resume and application)

Clerical experience Yes No Years____ Months _____

Customer service experience Yes No Years____ Months _____

Cash/accounting experience Yes No Years____ Months _____

- explain your experience in cashiering/accounting and level of responsibility.

Experience in A/R and A/P processing: Yes No Years____ Months _____

- explain your experience, duties and specific level of responsibility

Experience in assisting unhappy or difficult customers/clients: Yes No Years____ Months _____

- explain

Experience in filing and records management practices: Yes No Years____ Months _____

- explain

Experience in grant/loan or project file management: Yes No Years____ Months _____

- explain

Ability to successfully multi-task several projects/tasks: Yes No Years____ Months _____

- explain

Specifically list the years or months *experience* in the following:

(All responses must relate to the information on your resume and application)

10-Key Experience () Yes () No Years____ Months _____

Cash Register () Yes () No Years____ Months _____

Electric Typewriter () Yes () No Years____ Months _____

Microsoft Word () Yes () No Years____ Months _____

Excel () Yes () No Years____ Months _____

Access () Yes () No Years____ Months _____

Financial accounting software () Yes () No Years____ Months _____

Name of software: _____

Payroll accounting software () Yes () No Years____ Months _____ Name of software: _____

Utility accounting software () Yes () No Years____ Months _____ Name of software: _____

Other software program proficiency: () Yes () No Years____ Months _____

Name of software: _____

Application/use: _____

Name of software: _____

Application/use: _____

Development of PowerPoint presentations () Yes () No Years____ Months _____

Developing/structuring/formatting Excel spreadsheets () Yes () No Years____ Months _____

List other media expertise you have that relates to this position:

(such as website development, digital file management, etc.)

