



SUPPLEMENTAL QUESTIONNAIRE

IT Specialist I/I/III

Please respond to the following questions as they relate to your own experience, training, and interest in this job position.

Responses must be submitted on no more than four, single-sided, single-spaced, typed pages. Any additional pages beyond four will not be reviewed.

The information provided on both the County Job Application and the Supplemental Questionnaire will be used to identify those candidates best meeting the County's needs. To be considered for the position, applicants must complete an official County Job Application, signed Supplemental Questionnaire, and questionnaire responses. Failure to do so may be cause for disqualification from the selection process. Resumes are not accepted in lieu of fully completing and submitting the County job application and responses to the supplemental questionnaire.

Questions:

1. Please list any relevant degrees, training, and certifications, or experience you have which qualifies you for this position.
2. Relate your familiarity, working knowledge, and/or experience in the areas listed below. List each area separately. If your experience is professional, include employer, dates, and your role. If you have no experience or knowledge in the area, state "No experience."
 - a. Providing exceptional technical support and customer service
 - b. Microsoft Active Directory management
 - c. Office 365
 - d. SharePoint
 - e. Microsoft Exchange or other Enterprise email system
 - f. Communications equipment including IP phones, video conferencing, and radio
 - g. Enterprise networking equipment
 - h. Product or solution research, testing, purchasing, design, and implementation
3. Describe the most successful IT project you were part of.
 - a. What role did you play?
 - b. What was the overall purpose of the project?
 - c. How does the client/organization now operate more effectively and efficiently?
4. Describe your experience with or knowledge in local government IT.
5. What attributes can you bring to a skilled IT team? How can your skillset improve outcomes for our customers?
6. What about this position excites or interests you the most? Why do you want to work on our team?
7. What is it about living in Mono County that attracts you the most? What makes you want to live here?

NAME (Print): _____

I affirm with my signature below that my responses to the above questions on the attached pages are true and correct to the best of my knowledge. I understand that falsified information, or failure to attach this Supplemental Questionnaire and responses with my completed County Job Application, will be cause for disqualification from the recruitment process.

SIGNED: _____

DATE: _____