

City Clerk - Supplemental Questionnaire

This supplemental questionnaire will be a primary tool in the evaluation of your qualifications for this position. The supplemental information that you provide will be evaluated along with your completed application. In answering the question(s), be as specific as you can. All documents you attached to your application must be submitted as one (1) PDF.

Question 1

Do you have the required Associate's degree from an accredited college or university with major course work in public or business administration or a related field? YES NO

Give College name, degree obtained and date obtained.

Question 2

Do you have a valid Municipal Clerk Certification (CMC) issued by the International Institute of Municipal Clerks? (Not Disqualifying) YES NO

Question 3

How many years of increasingly responsible experience performing complex administrative duties in an office, City Clerk's Office or equivalent experience in a similar government agency have you had? Explain experience

- None
- Less than 5 years
- Between 5 years and 10 years
- More than 10

Question 4

Do you have working knowledge or experience in any of the following categories? Circle number of all that apply.

1. State and local laws and statutory duties of the City Clerk
2. Election law and procedures
3. Principles and practices of records management including records retention laws
4. Principles and practices of municipal budget preparation and administration
5. Codification of Ordinances and maintenance of Municipal Codes
6. Responding to public records and media requests
7. Preparation of City Council agenda's and staff reports
8. Principles of supervision, training and performance evaluation
9. None

Question 5

In question four above, for any number you selected, please briefly explain your experience. In your response, please include the number from each item you selected. For example, if you selected "1. State and local laws and statutory duties of the City Clerk", your response would begin with #1 . . .

Entering "See Resume/Application" does not qualify as an acceptable response.

Question 6

Why do you feel you would be the ideal candidate for this position?