

**Rancho Santa Fe Fire Protection District
Office Support Coordinator – Supplemental Questions**

1. Do you have experience in local or municipal government?

2. Why do you want to work for Rancho Santa Fe Fire Protection District?

3. Describe your training and experience in a position requiring significant public contact where you were responsible for providing information over the phone or in person; determining appropriate referral of calls; and exchanging, correcting, and verifying information.

4. Describe your experience in scheduling appointments; maintaining calendars; retrieving and sending correspondence and other data formatting, including organizing, updating, and compiling, and using a computer network.

5. Describe your training and experience working with standard office equipment. Include 1) the types of computer software and programs you are familiar with and your level of proficiency, and 2) your experience with data entry and the maintenance and update of database system(s).

6. Describe your experience working independently (with little direct supervision) in a multi-tasking, deadline-oriented environment with many interruptions.

7. How would you approach a situation in which you were given a task but didn't receive complete instructions and your supervisor was out of the office?

8. What do you think makes a team of people work well together? What makes them not work well together?