

Administrative Assistant to City Manager / Deputy City Clerk Additional Application Questions

1) Do you have any experience working in municipal government? If yes, please provide details of your role and responsibilities.

2) Have you been involved in election administration in any capacity? If so, please describe your experience and the specific tasks you were responsible for.

3) Have you ever worked as an administrative assistant in support of a chief executive or administrator in a governmental unit or not-for-profit organization?

4) Can you describe your experience working as a liaison for boards or committees? What were your responsibilities in this capacity, and how did you effectively communicate and coordinate with different groups?