

Great Falls Public Schools
Great Falls, Montana

Name _____
Date _____

ADMINISTRATIVE SECRETARY SUPPLEMENTARY APPLICATION INSERT

Applicants may be required to verify clerical skill levels if selected for an interview.
Please respond to the following questions:

1. What special skills would you bring to this position?

2. Check the computer equipment you are qualified to operate:

Software

____ Microsoft Word ____ Excel
____ Microsoft Office ____ FileMaker Pro
____ Windows ____ Internet

Other _____

3. What are your strengths when working with employees and/or the public?

4. Why would you be an effective administrative secretary in the Assistant Superintendent's Office?

5. What office procedures allow for the most efficient and productive operations?