

# **Housing Authority of the County of San Mateo**

## **Position: Office Specialist**

### **Supplemental Questionnaire**

Please provide your responses to the following questions. Be concise and specific. Clarity of expression and ability to follow instructions will be considered in the evaluation process. A resume will not be accepted as a substitute for your responses.

1. What is your experience in technical or complex office support duties? Please be as specific as possible.
  
  
  
  
  
  
  
  
  
  
2. What strengths do you possess that you feel will be beneficial if you were selected for this position?
  
  
  
  
  
  
  
  
  
  
3. Please describe your computer skills and the software applications/programs with which you're familiar.