



# SUPPLEMENTAL QUESTIONNAIRE

## IT Specialist I/II

Please respond to the following questions as they relate to your own experience and training. Total responses must be submitted on **not more than four, single-sided, single-spaced, typed pages**. Any additional pages, above the four permitted will **not** be reviewed.

The information provided on both the County Job Application and the Supplemental Questionnaire will be used to identify those candidates best meeting the County's needs. To be considered for the position, applicants must complete an official County Job Application, signed Supplemental Questionnaire, and questionnaire responses. Failure to do so may be cause for disqualification from the selection process. Resumes are not accepted in lieu of fully completing and submitting the County job application and responses to the supplemental questionnaire.

1. Please list related degrees, training, and certifications you have obtained in this field  
(attach copies of any certifications at end of responses).
2. Relate your familiarity, working knowledge, and/or experience in the areas listed below. List each area separately. Include employer, dates, description of project(s), and your role.
  - a. Providing Enterprise scale support (including desktop users, server/AD, network management, etc.)
  - b. Microsoft Exchange & Outlook
  - c. Microsoft Office / Office 365 / SharePoint
  - d. VoIP (or other) phone systems
  - e. Citrix, VPN, and other remote access technology
  - f. Video conferencing hardware and best practices
  - g. Product research and purchase
3. Describe your most successful IT project dealing with either software and/or hardware, where you were instrumental in:
  - a. Serving a lead role of its creation, development and implementation; and
  - b. As a result of your efforts, the organization now operates more effectively and efficiently.
4. Mono County's IT department has 11 team members who support roughly 350 users and a variety of enterprise level hardware and software. Describe why you as an individual would be well suited to work within a small, but highly skilled IT team, and how your skill set would facilitate the delivery of services to the County.
5. What attracts you the most about Mono County? Why do you want to live and work here?

**NAME (Print):** \_\_\_\_\_

I affirm with my signature below that my responses to the above questions on the attached pages are true and correct to the best of my knowledge. I understand that falsified information, or failure to attach this Supplemental Questionnaire and responses with my completed County Job Application, will be cause for disqualification from the recruitment process.

**SIGNED:** \_\_\_\_\_

**DATE:** \_\_\_\_\_