**TRANSPORTATION DEPARTMENT SECRETARY**

* Describe your work experience for the past five years that qualifies you for this position.
* What has been your experience, and are you comfortable with, formulating memos and written correspondence with only verbal instruction? Please give examples.
* What experience have you had in organizing and prioritizing projects? Give examples.
* Explain how you would handle a complaint call from a parent.
* Explain how you would handle a call from a coach reporting that no bus showed up to take the players to the game.
* Explain how you would handle a call from a principal reporting that a parent had called and their child had not returned home from school.
* Describe your communication style.
* Are you a team player? Why do you feel this way?
* If your current supervisor were asked to detail your strengths what information would be shared?
* Please detail your phone and two-way radio presence.
* Is there other information you wish to share?