

**Supplemental question for Administrative Support Specialist with SDAO**

Please provide your responses to these supplemental questions and include them with your application materials.

1. What is Special Districts Association of Oregon? What do we do? What do you know about SDAO and our operations?
2. The position of Administrative Support Specialist requires that you would provide varied administrative help to varied departments within SDAO; each with different functions within the organization and with having varied needs and demands. Explain how, in your previous experience, you have supported multiple departments/divisions simultaneously with each having different agendas and needs. If you have not had this experience, outline how you would learn the needs of each department and then provide support to the department.
3. Outline your level of experience with the following software.
   1. Excel
   2. Word
   3. Access
4. As per the job description, a requirement for this position is five years of office administrative experience. Please tell us about your office experience as it relates to this position, your accomplishments and show how you meet the requirement of a minimum of five years of experience.
5. What is it about the position of Administrative Support Specialist that interests you and prompted you to apply for this position?

Please provide your full application packet to [hr@sdao.com](mailto:hr@sdao.com). All applications must be received by 5:00 pm, Tuesday April 20th, 2021 for consideration.

For questions, please contact hr@sdao.com