

Assistant City Clerk Addendum

Name _____

Please detail your training and expertise in the following areas particularly as it applies to City regulations:

- 1. Any certificates/degrees: _____

- 2. Experience with billing software, i.e. Banyan for utility billing: _____

- 3. City or other Government experience: _____

- 4. Experience with windows/excel: _____

- 5. Experience with office machines, i.e. copier, scanner, fax: _____

- 6. Experience with filing using retention schedules: _____

- 7. Experience issuing licenses/building permits: _____
