



Board of Directors:

SUSIE KOESTERER, President  
ELLEN SPIEGEL, Vice President  
KRISTINA BREWER, Director  
MARCIA MARCUS, Director  
BOB NAST, Director

AKBAR ALIKHAN  
General Manager

353 Santa Monica Drive · Channel Islands Beach, CA · 93035-4473 · (805) 985-6021 · FAX (805) 985-7156  
A PUBLIC ENTITY SERVING CHANNEL ISLANDS BEACHES AND HARBOR · CIBCS.D.COM

## SUPPLEMENTAL QUESTIONNAIRE

**POSITION:** Customer Service Representative / Administrative Assistant I/II

**Directions:** In a separate document, please type responses to following two (2) questions, restricting your response to each question to 300 words or less. Email completed questionnaire document and PDF Job Application to [careers@cibcsd.com](mailto:careers@cibcsd.com).

1. What personal qualities and characteristics are most important for employees in a customer service role?
2. Explain your familiarity with using technology with respect to Microsoft Suite products, mobile apps, and any other programs/skills that may be relevant to the position.