

To be considered, your current application form and this completed questionnaire must be on file, received, or postmarked by **May 5, 2010**.

**WORD PROCESSING SPECIALIST II  
DEPARTMENT OF AGRICULTURE  
#18-01121-4  
Self-Report Checklist Questionnaire**

Name: \_\_\_\_\_

Social Security Number: \_\_\_\_\_

**INSTRUCTIONS**

This questionnaire is meant to help you provide additional information about your background. It is your chance to tell us what you know and can do in relation to this job. You will be evaluated on your experience and training. The evaluation is based on your responses to the items below. Be sure to include personal life and volunteer experience as well as paid experience and formal training. Please be as accurate as you can. False information may lead to dismissal. **You do not need to have all the training and experience that is listed on this form to be considered for this position, but you need to show what you have.** Read through the whole form before you start to fill it out. Applicants who need accommodation in the scoring process should request this in advance.

Check or write out the appropriate answers for you on the Checklist. **Training** refers to formal coursework you have had, and may include workshops, seminars, scheduled in-service training, or one-day courses, as well as college, university, or technical school courses. **Experience** may be paid work experience, volunteer work experience, or personal life experience. **Years** or other units of experience refer to full-time, 40 hour work weeks or the equivalent in work hours. A year of full-time experience is equivalent to 2,080 work hours. No item on this form is intended to have you provide information that would indicate your race, color, ethnic group, national origin, religion, sex, age, marital status, political persuasion, or any physical or mental disability. The words "ability" and "experience" in this questionnaire refer in all cases to ability or experience with or without reasonable accommodation for disabilities recognized under the American with Disabilities Act (ADA) of 1990.

**Be sure that each answer you give or check is documented on your application form.** Please call (402) 471-4463 if you have any questions about this questionnaire or your application.

**Your application for this position will not be considered complete until this Checklist is returned to:**

**Nebraska State Personnel**  
state.jobs@nebraska.gov  
**301 Centennial Mall South**  
**P. O. Box 94905**  
**Lincoln, NE 68509-4905**

I. The Word Processing Specialist II must be able to use word processing procedures to type or prepare correspondence, reports, speech material, legal and formal documents, and other materials.

**A. (After each item, check the blank that best applies to you) I have no coursework or training or some coursework/training in:**

1. Typing or word processing.  
\_\_\_ (a) No \_\_\_ (b)Some
2. Using a word processing program or word processor.  
\_\_\_ (a) No \_\_\_ (b)Some
3. Typing or word processing from dictation equipment.  
\_\_\_ (a) No \_\_\_ (b)Some
4. Using a desktop publishing system such as Adobe InDesign and Photoshop or another computer desktop publishing system.  
\_\_\_ (a) No \_\_\_ (b)Some
5. Using another software package or computer application based on language or text formatting.  
\_\_\_ (a) No \_\_\_ (b)Some

**B. (After each item, check the blank that best applies to you) I have no experience, some experience, one to two years of experience, or more than two years of experience in:**

6. Typing or word processing.  
\_\_\_ (a)No \_\_\_ (b)Some \_\_\_ (c)1 to 2 \_\_\_ (d)More
7. Typing or preparing letters or memoranda.  
\_\_\_ (a)No \_\_\_ (b)Some \_\_\_ (c)1 to 2 \_\_\_ (d)More
8. Typing or preparing reports, speeches, or materials for distribution.  
\_\_\_ (a)No \_\_\_ (b)Some \_\_\_ (c)1 to 2 \_\_\_ (d)More
9. Typing and formatting charts, tables, or statistical data.  
\_\_\_ (a)No \_\_\_ (b)Some \_\_\_ (c)1 to 2 \_\_\_ (d)More
10. Using a word processing program or word processor.  
\_\_\_ (a)No \_\_\_ (b)Some \_\_\_ (c)1 to 2 \_\_\_ (d)More
11. Using a word processing system on a personal or microcomputer.  
\_\_\_ (a)No \_\_\_ (b)Some \_\_\_ (c)1 to 2 \_\_\_ (d)More
12. Typing or word processing from dictation equipment.  
\_\_\_ (a)No \_\_\_ (b)Some \_\_\_ (c)1 to 2 \_\_\_ (d)More

13. Typing or word processing a large volume of material that must be completed daily.  
\_\_\_ (a)No \_\_\_ (b)Some \_\_\_ (c)1 to 2 \_\_\_ (d)More
14. Creating or updating permanent files to generate forms, letters, labels, certificates, or listings using a computer word processing program.  
\_\_\_ (a)No \_\_\_ (b)Some \_\_\_ (c)1 to 2 \_\_\_ (d)More
15. Serving as a contact person or coordinator on the use of a word processor or word processing program.  
\_\_\_ (a)No \_\_\_ (b)Some \_\_\_ (c)1 to 2 \_\_\_ (d)More
16. Using a desktop publishing system such as Adobe InDesign and Photoshop or another computer desktop publishing system.  
\_\_\_ (a)No \_\_\_ (b)Some \_\_\_ (c)1 to 2 \_\_\_ (d)More
17. Using another computer application or software program or package involving words and text formatting.  
\_\_\_ (a)No \_\_\_ (b)Some \_\_\_ (c)1 to 2 \_\_\_ (d)More

**C. I have other experience or training that would help me do this part of the job:**

II. The person in this position must know English composition, grammar, and spelling in order to revise, edit, and proofread material returned as final copy.

**A. (After each item, check the blank that best applies to you) I have no coursework or training or some coursework/training in:**

18. Business English or business writing.  
\_\_\_ (a) No \_\_\_ (b)Some
19. English composition or writing.  
\_\_\_ (a) No \_\_\_ (b)Some

**B. (After each item, check the blank that best applies to you) I have no experience, some experience, one to two years of experience, or more than two years of experience in:**

20. Proofreading my own work for accuracy.  
\_\_\_ (a)No \_\_\_ (b)Some \_\_\_ (c)1 to 2 \_\_\_ (d)More
21. Proofreading documents for typographical, grammatical, and formatting errors.  
\_\_\_ (a)No \_\_\_ (b)Some \_\_\_ (c)1 to 2 \_\_\_ (d)More
22. Proofreading other people's typing for grammar, spelling, and accuracy.  
\_\_\_ (a)No \_\_\_ (b)Some \_\_\_ (c)1 to 2 \_\_\_ (d)More
23. Revising or correcting draft materials.  
\_\_\_ (a)No \_\_\_ (b)Some \_\_\_ (c)1 to 2 \_\_\_ (d)More

**C. I have other experience or training that will help me do this part of the job:**

III. The Word Processing Specialist II must be able to communicate with other staff members on special projects, deadlines, and specific instructions and suggest or advise users on effective or efficient wording, formatting, or use of the Word Processing Center.

**A. (After each item, check the blank that best applies to you) I have no coursework/training or experience, some coursework/training or experience, one to two years of experience, or more than two years of experience in:**

24. Developing working relationships with others.  
\_\_\_ (a)No \_\_\_ (b)Some \_\_\_ (c)1 to 2 \_\_\_ (d)More
25. Communicating with other employees.  
\_\_\_ (a)No \_\_\_ (b)Some \_\_\_ (c)1 to 2 \_\_\_ (d)More
26. Working with others to prepare materials according to their instructions or specifications.  
\_\_\_ (a)No \_\_\_ (b)Some \_\_\_ (c)1 to 2 \_\_\_ (d)More
27. Working with others on projects.  
\_\_\_ (a)No \_\_\_ (b)Some \_\_\_ (c)1 to 2 \_\_\_ (d)More
28. Making suggestions to others on modifications, changes, or revisions to their work.  
\_\_\_ (a)No \_\_\_ (b)Some \_\_\_ (c)1 to 2 \_\_\_ (d)More

29. Making corrections or changes as requested by others.  
\_\_\_ (a)No \_\_\_ (b)Some \_\_\_ (c)1 to 2 \_\_\_ (d)More
30. Answering questions or advising others on wording, format, procedures, or style.  
\_\_\_ (a)No \_\_\_ (b)Some \_\_\_ (c)1 to 2 \_\_\_ (d)More

**B. I have other experience or training that will help me do this part of the job:**

IV. The person in this position will be working in a centralized word processing center doing production word processing, formatting, and proofreading.

**A. (Check each blank that applies to you) I am willing to:**

- \_\_\_31. Work (sit, with or without reasonable accommodation for recognized disabilities) at a computer all day, with appropriate breaks.
- \_\_\_32. Work under deadlines.
- \_\_\_33. Do detailed work where accuracy is important on a continual basis.
- \_\_\_34. Maintain the confidentiality of information and records.
- \_\_\_35. Learn new computer applications or functions.
- \_\_\_36. Follow established procedures and the Department Style Manual.
- \_\_\_37. Ask questions or double check information or instructions when I do not understand or am not sure what is required.
- \_\_\_38. Refer questions or inquiries to the appropriate staff member.
- \_\_\_39. Work cooperatively as a team member with co-workers to provide a service to the agency.
- \_\_\_40. Share the word processing workload and fill in to help other staff members with projects as needed.

**B. For each blank, 31 through 40, that you did NOT check, explain how else you intend to meet that requirement of the job:**

**IF YOU NEED MORE ROOM TO ANSWER THE FOLLOWING QUESTIONS, ADD ADDITIONAL PAPER. Be sure to complete this portion of the questionnaire.**

- V. The person in this position will be working in a central word processing center. Describe the environment you have worked in, including the number of machines, the number of co-workers involved, and the amount of time you worked there:

- VI. The person in this position must be able to do machine transcription. Describe the training or experience you have had in working from dictation, including what you were expected to do with the dictated material as well as the degree of responsibility you had for proofreading your own work or that of others: