To be considered, your responses to this questionnaire and your current application form must be on file, received, or postmarked by **July 31, 2008.**

STAFF ASSISTANT II

#18-01303

Agriculture Promotion and Development Division
NEBRASKA DEPARTMENT OF AGRICULTURE

Self-Report Questionnaire

Each candidate is being required to answer the following questions so that you can be evaluated more fairly for this position, based on your responses to the items below. Your responses will be scored on what you say and include. Please make them as complete and accurate as possible. 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 Americans with Disabilities Act (ADA) of 1990. Applicants who need accommodation in the selection process should request this in advance.

Provide your responses as follows:

- On a separate sheet of paper, respond to each of the following questions individually and completely; BE SURE YOUR NAME AND SOCIAL SECURITY NUMBER ARE ON EACH PAGE OF THE RESPONSES YOU SUBMIT.
- Do not worry about not having all the coursework or experience asked about on the questionnaire; do describe all the relevant experience or coursework you have had.
- Number your responses to correspond with the items;
- Explain or describe any experience (paid or unpaid) and any training related to each item; and
- Describe each job or course and the amount of time or credit it involved.

Submit these responses with your application. Please call 471-4463 if you have any questions on how to complete this questionnaire. Keep a copy of your responses for possible use during the interview. Your application will not be complete until the responses to these items are received by:

Nebraska State Personnel
301 Centennial Mall South
wrk4neb.dasper@nebraska.gov
P.O. Box 94905
Lincoln, NE 68509-4905

Questions

1. The Staff Assistant II must be able to interact and communicate with others. He or she must have skills in answering telephone inquiries, responding to program questions, and listening to confidential and stressful situations and information while working with co-workers and clients. She or he should also have writing skills to draft, develop, process, and evaluate correspondence and applications. Describe any experience, coursework, or training you have had in interacting or communicating with others while responding to questions or obtaining facts and information. Emphasize any training or experience you have had with confidential information or dealing with people who are in a stressful situation.

2. The person in this position must have knowledge of computer data entry programs and word processing; know how to manipulate data, create reports, and develop spreadsheets; and be able to prepare reports, conduct data entry, and evaluate applications. Describe any experience, coursework, or training your have had in using computers, computer database programs, or computer desktop publishing. Emphasize any experience you have had in entering or updating data; creating reports; or developing or working with databases, spreadsheets, or word processing on a regular basis.

3. The Staff Assistant II must be able to organize a work schedule, work independently, make effective use of time, and complete reports to meet required deadlines. Describe any experience or coursework you have had in time management, planning, organizing, coordinating, or managing your schedule, activities, or events. Emphasize any experience you have had in administrating or implementing special reports to meet required deadlines without constant supervision.

4. The person in this position must be familiar with agriculture and be able to work with farmers, ranchers, and Nebraska agricultural business to gather information, determine program eligibility, maintain records, compile reports, and analyze financial situations from cash flows, net worth statements, and tax documents. Describe the experience or coursework you have had in working with farm or ranch numerical or statistical information and the types of reports you have compiled.

5. The Staff Assistant II must be able to recognize what must be done in order to improve data reporting forms and procedures; see that regular work is accomplished on time; and take the initiative to develop cost and time savings recommendations, grants, and special projects. Describe the experience or coursework you have had in developing or carrying out office procedures, grants, or projects. Emphasize any experience you have had in providing support to a manager or board of directors on grants or special projects.