To be considered, this completed questionnaire and your current application must be postmarked, returned, or on file at Nebraska State Personnel, 301 Centennial Mall South, P.O. Box 94905, Lincoln, NE 68509-4905 or wrk4neb@notes.state.ne.us by **December 22, 2006**.

SUPPLEMENTAL QUESTIONNAIRE: Staff Assistant I, #18-06614-2
Nebraska Department of Agriculture
Bureau of Plant Industry

Name: _____

Social Security Number: _____

Answer the following questions completely, using more paper if necessary. Be sure that your name and Social Security number are on each sheet you submit.

1. What experience and/or training have you had in using a computer? Explain any experience working with word processing, spreadsheet, and/or database programs:

2. Please describe your previous office support or clerical experience or training, including accounting or bookkeeping. Also include any experience in filing, working with checks or forms, or administering or scoring tests or examinations:

(over)

3. Please describe the types of office equipment you are familiar with , e.g. fax, copier, calculator, etc., and how you used them:

4. Please share any experience you have had in answering telephones in an office setting:

5. Describe any experience you have had in customer service or developing working relationships with others. How would you rate your skills in this area?

6. Please indicate any agricultural background you may have, if any. (This is NOT a requirement.)