

To be considered, this completed questionnaire and your current application must be on file or received in Nebraska State Personnel, wrk4neb@notes.state.ne.us, 301 Centennial Mall South, P.O. Box 94905, Lincoln, NE 68509-4905 or postmarked by **January 12, 2007**

**Administrative Secretary**  
#31-45239  
**Civil Engineering, Nebraska Air National Guard**  
**MILITARY**  
**Supplemental Questionnaire**

**NAME:** \_\_\_\_\_

**SOCIAL SECURITY NUMBER:** \_\_\_\_\_

**INSTRUCTIONS:** This supplemental application is meant to help you provide additional information about your experience and abilities. It is your opportunity to expand on what you know and can do in relation to the Administrative Assistant I position. Be sure to include paid experience, formal training and/or education, volunteer experience, internships, and/or practicum experience. For each question, circle the letter that best describes your experience, coursework/training, or willingness. Indicate where you obtained or applied the experience or coursework in the "Place" section and the "Explain" section allows you to elaborate on this experience, coursework/training, or willingness. Add extra paper if needed but your name and Social Security number should be on each sheet you submit.

***The "Place" and "Explain" sections MUST be completed for your questionnaire to be considered.***

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. Applicants who need accommodation in the selection process should request this in advance. 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.

Be sure that any information you give can be documented on your application or resume and you are prepared to discuss and elaborate upon the information in this supplemental application in the event that you are selected for an interview. Your employment application will not be complete without submission of this supplemental questionnaire. Omitting information or submitting false information in this Supplemental Questionnaire and the Application for Employment will be sufficient reason for rejection of the application or termination of employment.

**E-mail Address:** \_\_\_\_\_

**Please circle the letter that most appropriately describes your level of experience, education, or willingness.**

**1. Providing office management services or administrative support including organizing supplies, equipment, services, communications, and financial documentation or resources.**

- A. No experience or coursework in administrative, business, or office support.
- B. Post high school coursework/training in administration, business, or office management areas. **OR** Less than one year of experience in the task described above.
- C. 1 to 3 years of experience performing this task on a regular basis. **PLUS** Post high school coursework/training in administration, business, or office management areas.
- D. 1 to 3 years of experience performing this task on a regular basis. **PLUS** An Associate or higher degree in administration, business, or office management areas. **OR** More than 3 years of experience performing this task on a regular basis. **PLUS** Post high school coursework/training in administration, business, or office management areas.
- E. More than 3 years of experience performing this task on a regular basis. **PLUS** An Associate or higher degree in administration, business, or office management areas.

**Place:**

**Explain:**

**2. Organizing personnel resources or scheduling or recommending personnel actions.**

- A. No experience.
- B. Less than one year of experience.
- C. 1 to 3 years of experience performing this task on a regular basis.
- D. More than 3 years of experience performing this task on a regular basis.

**Place:**

**Explain:**

**3. Interpreting and explaining policies, procedures, processes, regulations, or guidelines.**

- A. No experience.
- B. Less than one year of experience.
- C. 1 to 3 years of experience performing this task on a regular basis.
- D. More than 3 years of experience performing this task on a regular basis.

**Place:**

**Explain:**

**4. Scheduling and making travel or meeting arrangements, maintaining the calendar for a manager or organization, or working with deadlines, suspense dates, or due dates.**

- A. No experience.
- B. Less than one year of experience.
- C. 1 to 3 years of experience performing this task on a regular basis.
- D. More than 3 years of experience performing this task on a regular basis.

**Place:**

**Explain:**

**5. Taking or recording minutes and preparing the official record or transcript of meetings, events, or proceedings.**

- A. No experience.
- B. Less than one year of experience.
- C. 1 to 3 years of experience performing this task on a regular basis.
- D. More than 3 years of experience performing this task on a regular basis.

**Place:**

**Explain:**

6. **Communicating effectively with people from a variety of backgrounds to answer inquiries, deal with complaints or problems, present facts or opinions, or exchange information or ideas.**

- A. No experience.
- B. Less than one year of experience.
- C. 1 to 3 years of experience performing this task on a regular basis.
- D. More than 3 years of experience performing this task on a regular basis.

**Place:**

**Explain:**

7. **Interacting with managers, staff members, public officials, vendors, other organizations or areas, the public, or civilian or military people at all levels to report information; make presentations; or conduct training.**

- A. No experience or coursework in business communications or speech/communications.
- B. Post high school coursework/training in business communications or speech/communications. **OR** Less than one year of experience in the task described above.
- C. 1 to 3 years of experience performing this task on a regular basis. **PLUS** Post high school coursework/training in business communications or speech/communications.
- D. 1 to 3 years of experience performing this task on a regular basis. **PLUS** An Associate or higher degree in business communications or speech/communications. **OR** More than 3 years of experience performing this task on a regular basis. **PLUS** Post high school coursework/training in business communications or speech/communications.
- E. More than 3 years of experience performing this task on a regular basis. **PLUS** An Associate or higher degree in business communications or speech/communications.

**Place:**

**Explain:**

8. **Reconciling, certifying, researching, tracking, or verifying the completeness and accuracy of personnel, timekeeping, payroll, financial, purchasing, accounting, or operational data, information, or forms received or entered.**

- A. No experience or coursework in bookkeeping, accounting, research, or verification.
- B. Post high school coursework/training in bookkeeping, accounting, or research. **OR** Less than one year of experience in the task described above.
- C. 1 to 3 years of experience performing this task on a regular basis. **PLUS** Post high school coursework/training in bookkeeping, accounting, or research.
- D. 1 to 3 years of experience performing this task on a regular basis. **PLUS** An Associate or higher degree in accounting or research. **OR** More than 3 years of experience performing this task on a regular basis. **PLUS** Post high school coursework/training in bookkeeping, accounting, or research.
- E. More than 3 years of experience performing this task on a regular basis. **PLUS** An Associate or higher degree in accounting or research.

**Place:**

**Explain:**

9. **Organizing and summarizing data, information, decisions, or professional opinions and preparing forms; records; proposals; administrative, narrative, financial, or statistical reports; official correspondence; or other documents.**
- A. No experience or coursework in mathematics, statistics, accounting, English, or business communications.
  - B. Post high school coursework/training in mathematics, statistics, accounting, English, or business communications. **OR** Less than one year of experience in the task described above
  - C. 1 to 3 years of experience performing this task on a regular basis. **PLUS** Post high school coursework/training in mathematics, statistics, accounting, English, or business communications.
  - D. 1 to 3 years of experience performing this task on a regular basis. **PLUS** An Associate or higher degree in mathematics, statistics, accounting, English, or business communications. **OR** More than 3 years of experience performing this task on a regular basis. **PLUS** Post high school coursework/training in mathematics, statistics, accounting, English, or business communications.
  - E. More than 3 years of experience performing this task on a regular basis. **PLUS** An Associate or higher degree in mathematics, statistics, accounting, English, or business communications.

**Place:**

**Explain:**

10. **Researching, developing, coordinating, implementing, tracking, or conducting training or carrying out personnel training program administration responsibilities to ensure training requirements are met.**

- A. No experience.
- B. Less than one year of experience.
- C. 1 to 3 years of experience performing this task on a regular basis.
- D. More than 3 years of experience performing this task on a regular basis.

**Place:**

**Explain:**

11. **Documenting and tracking reports, correspondence, receipt and suspense dates, training, timekeeping, filing, publications, expenditures, and/or finances.**

- A. No experience or coursework in mathematics, statistics, accounting, or record keeping.
- B. Post high school coursework/training in mathematics, statistics, accounting, or record keeping. **OR** Less than one year of experience in the task described above.
- C. 1 to 3 years of experience performing this task on a regular basis. **PLUS** Post high school coursework/training in mathematics, statistics, accounting, or record keeping.
- D. 1 to 3 years of experience performing this task on a regular basis. **PLUS** An Associate or higher degree in mathematics, statistics, accounting, or record keeping. **OR** More than 3 years of experience performing this task on a regular basis. **PLUS** Post high school coursework/training in mathematics, statistics, accounting, or record keeping.
- E. More than 3 years of experience performing this task on a regular basis. **PLUS** An Associate or higher degree in mathematics, statistics, accounting, or record keeping.

**Place:**

**Explain:**

12. **Purchasing, ordering, and distributing professional publications or supplies, especially working with various government or military purchasing procedures or publications or supplies for an engineering office.**

- A. No experience.
- B. Less than one year of experience.
- C. 1 to 3 years of experience performing this task on a regular basis.
- D. More than 3 years of experience performing this task on a regular basis.

**Place:**

**Explain:**

13. **Working with records or filing systems or training others to use them, especially government or military records management procedures and filing and coding systems, personnel files, engineering plans or documents, contract or legal files, or government or military plans, projects, or specifications.**

- A. No experience.
- B. Less than one year of experience.
- C. 1 to 3 years of experience performing this task on a regular basis.
- D. More than 3 years of experience performing this task on a regular basis.

**Place:**

**Explain:**

**14. Using a computer with word processing or database software or downloading documents or information from the Internet (Under "Explain" please describe your proficiency level and the functions you have used in these software programs. Be sure to mention if you used Microsoft Word, Excel, Access, PowerPoint, Outlook, or Publisher).**

- A. No experience.
- B. Less than one year of experience.
- C. 1 to 3 years of experience performing this task on a regular basis.
- D. More than 3 years of experience performing this task on a regular basis.

**Place:**

**Explain:**

**15. Using one or more computer information systems or an enterprise resource program (ERP) to enter data, verify correct entries, track, schedule, and/or report information and activities (Under "Explain" please describe the systems you have used, how you used them, and your proficiency level. Be sure to mention if you have used the Integrated Engineering Management System (IEMS), the Nebraska Information System (NIS), the Air National Guard Reserve Order Writing System (AROWS) the Ancillary Training Management Information System (ATMIS), or any other specific system).**

- A. No experience.
- B. Less than one year of experience.
- C. 1 to 3 years of experience performing this task on a regular basis.
- D. More than 3 years of experience performing this task on a regular basis.

**Place:**

**Explain:**

16. **Packaging, preparing, and receiving special mailings or certified mail; organizing or overseeing mail distribution; or submitting, forwarding, dispersing, distributing, routing, mailing, or shipping requests, reports, minutes, documents, information, mail, or packages to intended recipients.**

- A. No experience.
- B. Less than one year of experience.
- C. 1 to 3 years of experience performing this task on a regular basis.
- D. More than 3 years of experience performing this task on a regular basis.

**Place:**

**Explain:**

17. **Operating, maintaining, and/or instructing others in the use of computers, scanning equipment, visual projectors, copiers, fax machines, printers; telephones, radios, other communications equipment, and/or government passenger vehicles or snow removal or emergency equipment or authorizing equipment or vehicle use.**

- A. No experience.
- B. Less than one year of experience.
- C. 1 to 3 years of experience performing this task on a regular basis.
- D. More than 3 years of experience performing this task on a regular basis.

**Place:**

**Explain:**

**18. Willingness to work in a government, military, or civil engineering environment.**

- A. Not willing (Explain how else you intend to meet these requirements of the job).
- B. Willing to do this if required.
- C. Always willing and happy to do this.

**Explain:**

**19. Willingness to work with military and government procedures and regulations.**

- A. Not willing (Explain how else you intend to meet these requirements of the job).
- B. Willing to do this if required.
- C. Always willing and happy to do this.

**Explain:**

**20. Willingness to learn or demonstrate professionalism, accuracy, and attention to detail.**

- A. Not willing (Explain how else you intend to meet these requirements of the job).
- B. Willing to do this if required.
- C. Always willing and happy to do this.

**Explain:**