

To be considered, your current application and this completed questionnaire must be on file, received, or postmarked by **May 14, 2007**.

ACCOUNTING CLERK II
#31-66302-3
MILITARY DEPARTMENT
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 score 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 selection 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 Americans with Disabilities Act (ADA) of 1990.

Be sure that each answer you give or check is documented on your application form. If you have already submitted your application, write the additional information and your name and social security number on a sheet of paper, and turn it in to be used as part of your application form. **Please call (402) 471-4463 if you have any questions about this questionnaire or on adding information to your application.**

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

Nebraska State Personnel
wrk4neb@notes.state.ne.us
301 Centennial Mall South
P. O. Box 94905
Lincoln, NE 68509-4905

I. The Accounting Clerk II must know and be able to apply clerical accounting principles and practices as the accounts payable clerk.

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

1. Clerical accounting or bookkeeping.
___ (a)No ___ (b)Some ___ (c)More
2. College-level accounting.
___ (a)No ___ (b)Some ___ (c)More
3. Using a computerized accounting system.
___ (a)No ___ (b)Some ___ (c)More
4. Using Nebraska Information System (NIS) forms, procedures, or manuals.
___ (a)No ___ (b)Some ___ (c)More

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:

5. Clerical accounting or bookkeeping.
___ (a)No ___ (b)Some ___ (c)1 to 2 ___ (d)More
6. Accounts payable.
___ (a)No ___ (b)Some ___ (c)1 to 2 ___ (d)More
7. Working as a bookkeeper or an accounting clerk.
___ (a)No ___ (b)Some ___ (c)1 to 2 ___ (d)More
8. Using a computerized accounting system.
___ (a)No ___ (b)Some ___ (c)1 to 2 ___ (d)More
9. Using a computerized accounting system as a bookkeeper or accounting clerk.
___ (a)No ___ (b)Some ___ (c)1 to 2 ___ (d)More
10. Using NIS (the Nebraska Information System).
___ (a)No ___ (b)Some ___ (c)1 to 2 ___ (d)More
11. Using NIS to do clerical accounting or while as an accounting clerk.
___ (a)No ___ (b)Some ___ (c)1 to 2 ___ (d)More
12. Posting information to ledgers, journals, work-sheets, or other documents.
___ (a)No ___ (b)Some ___ (c)1 to 2 ___ (d)More
13. Comparing or reviewing information or documents for accuracy.
___ (a)No ___ (b)Some ___ (c)1 to 2 ___ (d)More
14. Using a calculator to compute or verify the accuracy of numerical information or calculations.
___ (a)No ___ (b)Some ___ (c)1 to 2 ___ (d)More
15. Checking billings and orders to ensure accuracy.
___ (a)No ___ (b)Some ___ (c)1 to 2 ___ (d)More
16. Reconciling errors or problems in orders, bills, or accounts.

- ___ (a)No ___(b)Some ___(c)1 to 2 ___ (d)More
17. Coding vouchers or other documents.
___ (a)No ___(b)Some ___(c)1 to 2 ___ (d)More
18. Coding vouchers or other documents in a computerized accounting system.
___ (a)No ___(b)Some ___(c)1 to 2 ___ (d)More
19. Coding vouchers or other documents using NIS.
___ (a)No ___(b)Some ___(c)1 to 2 ___ (d)More
20. Doing accounts payable using NIS.
___ (a)No ___(b)Some ___(c)1 to 2 ___ (d)More
21. Working with intrastate transaction documents, disbursement documents, or other NIS forms or documents.
___ (a)No ___(b)Some ___(c)1 to 2 ___ (d)More
22. Tracking and accounting for expenditures or encumbrances.
___ (a)No ___(b)Some ___(c)1 to 2 ___ (d)More
23. Extracting and compiling financial or numerical data for reports, statements, or management use.
___ (a)No ___(b)Some ___(c)1 to 2 ___ (d)More
24. Preparing accounting or financial reports or statements.
___ (a)No ___(b)Some ___(c)1 to 2 ___ (d)More
25. Noting discrepancies and locating savings by reviewing bills and accounts.
___ (a)No ___(b)Some ___(c)1 to 2 ___ (d)More
26. Working with cash accounts or cash receipts.
___ (a)No ___(b)Some ___(c)1 to 2 ___ (d)More

C. I have further information about my knowledge of accounting principles or practices:

II. The person in this position must be able to interact and communicate with federal, State, and local government employees and officials, vendors, and auditors in order to answer inquiries, promote cooperation, and resolve discrepancies.

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

27. Business English, business writing, or speech/communications.

___ (a)No ___ (b)Some

28. Human or public relations.

___ (a)No ___ (b)Some

B. (After each item, check the blank that best applies to you) I have no experience, some experience, or a year or more of experience in:

29. Developing working relationships with other people.

___ (a)No ___ (b)Some ___ (c)1 Year

30. Working with other people to maintain records or accounts or prepare reports.

___ (a)No ___ (b)Some ___ (c)1 Year

31. Answering inquiries or providing information to others.

___ (a)No ___ (b)Some ___ (c)1 Year

32. Explaining or preparing explanations of instructions, policies, procedures, or regulations.

___ (a)No ___ (b)Some ___ (c)1 Year

33. Discussing or exchanging interpretations of policies, procedures, or regulations with others to arrive at a consensus or agreement.

___ (a)No ___ (b)Some ___ (c)1 Year

34. Working with others to resolve problems or discrepancies.

___ (a)No ___ (b)Some ___ (c)1 Year

35. Working with others to locate or investigate the sources of discrepancies or inaccuracies.

___ (a)No ___ (b)Some ___ (c)1 Year

36. Working with others to develop savings or improvements.

___ (a)No ___ (b)Some ___ (c)1 Year

37. Obtaining information from others.

___ (a)No ___ (b)Some ___ (c)1 Year

C. I have further information about my ability to interact and communicate with others:

III. The Accounting Clerk II must be able to maintain general files and records and perform other clerical support tasks.

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

38. Office/Business/Clerical/Secretarial practices and procedures.

___ (a)No ___ (b)Some ___ (c)More

39. Records management.

___ (a)No ___ (b)Some ___ (c)More

B. (After each item, check the blank that best applies to you) I have no experience, some experience, or a year or more of experience in:

40. Filing or retrieving information or documents.

___ (a)No ___ (b)Some ___ (c)1 Year

41. Setting up or maintaining files.

___ (a)No ___ (b)Some ___ (c)1 Year

42. Sorting or batching documents for NIS.

___ (a)No ___ (b)Some ___ (c)1 Year

43. Using a copier.

___ (a)No ___ (b)Some ___ (c)1 Year

44. Operating microfiche viewer or other office machines.

___ (a)No ___ (b)Some ___ (c)1 Year

45. Composing or preparing reports or correspondence.

___ (a)No ___ (b)Some ___ (c)1 Year

46. Developing my own work methods or procedures.

___ (a)No ___ (b)Some ___ (c)1 Year

C. I have further information on my filing and general clerical support skills or abilities:

IV. The person in this position must be able to use a mainframe or personal computer, including spreadsheet and computerized accounting programs.

A. (After each item, check the blank that best applies to you) I have no coursework or experience, some coursework or experience, or a year or more of coursework or experience in:

47. Using a computer.

___ (a)No ___ (b)Some ___ (c)1 Year

48. Using a mainframe terminal.

___ (a)No ___ (b)Some ___ (c)1 Year

49. Using a personal computer.

___ (a)No ___ (b)Some ___ (c)1 Year

50. Using a spreadsheet program.

___ (a)No ___ (b)Some ___ (c)1 Year

51. Using EXCEL.

___ (a)No ___ (b)Some ___ (c)1 Year

52. Typing or word processing.

___ (a)No ___ (b)Some ___ (c)1 Year

53. Using a computer for accounting or bookkeeping applications.

___ (a)No ___ (b)Some ___ (c)1 Year

54. Using computerized records or a database management system.

___ (a)No ___ (b)Some ___ (c)1 Year

55. Using a computer to prepare reports.

___ (a)No ___ (b)Some ___ (c)1 Year

B. I have further information about my ability to use computers:

V. The Accounting Clerk II must be willing to work with detailed information and a variety of records.

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

___ 56. Work with numbers on a daily and continuing basis.

___ 57. Examine and prepare detailed records with accuracy and an eye for discrepancies.

___ 58. Work independently after receiving initial instructions.

___ 59. Ask questions about points I do not understand.

___ 60. Keep track of deadlines weekly, monthly, yearly, and daily and meet them without being reminded (in fact, while reminding others).

___ 61. Work with computers on a regular basis.

___ 62. Be constantly alert for savings or wasteful practices and bring them to others' attention.

B. For each item above, 56-62, that you did not check, explain how else you intend to meet this requirement of the job:

HEIM275/Mac/G2000/Dell