

To be considered, your responses to this questionnaire and your current application form must be on file, received, or postmarked by **November 10, 2008**.

Nebraska Liquor Control Commission
Secretary II, #35-00044-5
Training and Experience Supplemental Questionnaire
Evaluation Criteria

You will be evaluated for this position, on the basis of your experience and training. The evaluation is based on your responses to the items below. Your responses will be scored on the information you include, so 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. **Please put your name and Social Security number on each page of the responses you submit.** Number your responses to correspond with the questions. Explain or describe any experience (paid or unpaid) and/or training related to each item. Describe each job, occurrence, or course and the amount of time or credit it involved. Submit these responses with your application. 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
wrk4neb.dasper@nebraska.gov
301 Centennial Mall South
P. O. Box 94905
Lincoln, NE 68509-4905

1. The person hired for this position will be dealing with large amounts of money and will work in an agency that enforces laws and regulations. Is there anything in your life or previous experience that might raise questions about your suitability for this position?
2. The Liquor Control Commission has a statute that prohibits employees and spouses of employees from being directly or indirectly involved in the distribution of alcoholic liquor; receiving any compensation or profit from such manufacture, sale, or distribution; or having any interest whatsoever in the purchases or sales made by the persons authorized by the act to purchase or to sell alcoholic liquor.

Do you or your spouse work with a licensed liquor establishment?

If so, in what capacity?

(over)

3. Describe your experience or education related to secretarial office support, answering phones, working with the public, letter writing, proofreading, and/or explaining office policies, statutes, and procedures.

4. Explain your experience in working with computers. What programs are you familiar with? Describe how you became familiar with these programs, either work experience or education.

5. Describe your experience or education in working with files or records, organizing, keeping track of the progress, and/or communicating the status of these files or records to the public and/or other agencies/businesses.