

To be considered, your current application form and your responses to this questionnaire must be on file, received, or postmarked by **April 18, 2008**.

Office Supervisor
#64-18901-2
Nebraska State Patrol

Name: _____

Social Security Number: _____

Each candidate is being required to answer the following questions so that they can be evaluated more fairly for this position. 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.**

Write out the appropriate responses on this form or attach a separate page. Be sure that each answer you give is documented or supported on your application form. **Put your name and Social Security number on each sheet you submit.** Submit these responses to be placed with your application. Your application for this position will not be complete until your 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

Supplemental Questionnaire
Attach additional pages if necessary

1) Please answer the following questions related to computer proficiency:

Microsoft Word

- (___) No experience
- (___) Basic Experience
- (___) Intermediate Experience
- (___) Advanced Experience

Please describe your experience with **Word**- include the nature of the duties performed and average number of hours per work week spent working with Word:

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Microsoft Excel

- No Experience
- Basic Experience
- Intermediate Experience
- Advanced Experience

Please describe your experience with **Excel**-include the nature of the duties performed and average number of hours per work week spent working with Excel:

2) Please describe your experience entering data to generate reports and working with data bases. Please give examples of specific duties performed:

3) Describe your experience in an administrative support capacity. Please give examples of specific duties performed (i.e., word processing, receptionist, ordering supplies, etc.)

- No experience
- 1-3 years experience
- 3+ years experience

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4) Describe your experience in a lead worker or supervisory capacity. Please give examples of specific duties performed (i.e., training, approving timesheets, evaluating performance, etc.)

No experience

1-3 years experience

3+ years experience

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5) Describe your experience in accounting or bookkeeping. Please give examples of specific duties performed.

No experience

1-3 years experience

3+ years experience
