

To be considered, your current application form and your responses to this questionnaire must be on file, received, or postmarked by **June 22, 2007**.

**Criminal Intelligence Research Specialist
(Administrative Assistant I)**

#64-27902-5

**NEBRASKA STATE PATROL
Supplemental Questionnaire**

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. Please note: Failing to provide a description of duties performed to substantiate experience level will result in no score being awarded for that question. 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@notes.state.ne.us
301 Centennial Mall South
P. O. Box 94905
Lincoln, NE 68509-4905**

Attach additional pages if necessary

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

Microsoft Word

- (___) No experience
- (___) Some Experience -used Word on an occasional basis (e.g. less than once per week)
- (___) Substantial Experience – used Word on a regular basis (e.g. more than one time per week or occasional use over many years.)

Please describe your experience with **Word**-include the dates and duration of work performed, and the nature of the duties:

Microsoft Excel

(___) No experience

(___) Some Experience -used Excel on an occasional basis (e.g. less than once per week)

(___) Substantial Experience – used Excel on a regular basis (e.g. more than one time per week or occasional use over many years.)

Please describe your experience with **Excel**-include the dates and duration of work performed, and the nature of the duties:

2) Please describe your experience working in a law enforcement or criminal justice environment, including the dates and duration of work, and the nature of the duties:

(___) No experience

(___) 1-3 years experience

(___) 3+ years experience

3) Please describe your experience in research and analysis of data, including the dates and duration of work, and the nature of the research conducted:

(___) No experience

(___) 1-3 years experience

(___) 3+ years experience

4) Please describe your in drafting documents such as reports, summaries, and subpoenas for use by coworkers and supervisors:

(___) No experience

(___) 1-3 years experience

(___) 3+ years experience

5) Please describe your experience working with budgets, purchase orders, and accounting reports, including the dates and duration of work, and the nature of the research conducted:

(___) No experience

(___) 1-3 years experience

(___) 3+ years experience

6) Have you ever been arrested or charged with any crime other than common traffic infractions? Please provide details to any positive response to this question:

7) In addition to the skills and experience outlined above, please describe any other knowledge, training, experience, or personal characteristics that will contribute to your success in this position:
