

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 **May 12, 2008**.

**Staff Assistant II**

#65-11002-1

**DEPARTMENT OF ADMINISTRATIVE SERVICES—RISK MANAGEMENT/STATE  
CLAIMS BOARD**

**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 Staff Assistant 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 or coursework/training. 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 indicate with a X where you first learned of this position.**

Newspaper  Internet  Radio  Job Fair  State Job Mart  State Job Line

Workforce Development Office  State Employee  Friend or Family Member

Other: \_\_\_\_\_

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

**1. Performing general office duties including answering the phone, typing, filing, and copying.**

- A. No experience
- B. Less than two years of experience
- C. Two to five years of experience performing this task on a regular basis
- D. More than five years of experience performing this task on a regular basis

*Supporting documentation for experience found on:*      \_\_\_\_\_ *Application*      \_\_\_\_\_ *Resume*

**Place:**

**Explain:**

**2. Greeting and screening visitors and callers in person and over the telephone, determining the nature and purpose of the visit or call, answering inquiries, or referring the person to the appropriate staff member.**

- A. No experience
- B. Less than two years of experience
- C. Two to five years of experience performing this task on a regular basis
- D. More than five years of experience performing this task on a regular basis

*Supporting documentation for experience found on:*      \_\_\_\_\_ *Application*      \_\_\_\_\_ *Resume*

**Place:**

**Explain:**

**3. Accounts payable, including processing payments, preparing payment documentation, and/or preparing materials for audit.**

- A. No experience
- B. Less than two years of experience
- C. Two to five years of experience performing this task on a regular basis
- D. More than five years of experience performing this task on a regular basis

*Supporting documentation for experience found on:*      \_\_\_\_\_ *Application*      \_\_\_\_\_ *Resume*

**Place:**

**Explain:**

**4. Soliciting or surveying individuals or organizational units and compiling data for specific reports.**

- A. No experience
- B. Less than two years of experience
- C. Two to five years of experience performing this task on a regular basis
- D. More than five years of experience performing this task on a regular basis

*Supporting documentation for experience found on:*      \_\_\_\_\_ *Application*      \_\_\_\_\_ *Resume*

**Place:**

**Explain:**

**5. Reading and summarizing information to report, share or enter into a database.**

- A. No experience
- B. Less than two years of experience
- C. Two to five years of experience performing this task on a regular basis
- D. More than five years of experience performing this task on a regular basis

*Supporting documentation for experience found on:*      \_\_\_\_\_ *Application*      \_\_\_\_\_ *Resume*

**Place:**

**Explain:**

**6. Drafting correspondence, or answering mail or inquiry requests.**

- A. No experience
- B. Less than two years of experience
- C. Two to five years of experience performing this task on a regular basis
- D. More than five years of experience performing this task on a regular basis

*Supporting documentation for experience found on:*      \_\_\_\_\_ *Application*      \_\_\_\_\_ *Resume*

**Place:**

**Explain:**

**7. Scheduling, organizing, arranging and setting up meetings or events, including preparing materials and coordinating equipment, such as teleconference or web connections.**

- A. No experience
- B. Less than two years of experience
- C. Two to five years of experience performing this task on a regular basis
- D. More than five years of experience performing this task on a regular basis

*Supporting documentation for experience found on:*      \_\_\_\_\_ *Application*      \_\_\_\_\_ *Resume*

**Place:**

**Explain:**

**8. Recording action taken at meetings or hearings and preparing transcripts from recordings and/or notes.**

- A. No experience
- B. Less than two years of experience
- C. Two to five years of experience performing this task on a regular basis
- D. More than five years of experience performing this task on a regular basis

*Supporting documentation for experience found on:*      \_\_\_\_\_ *Application*      \_\_\_\_\_ *Resume*

**Place:**

**Explain:**

**9. Using a personal computer for office applications including Internet and web access, email and scanning.**

- A. No experience
- B. Less than two years of experience
- C. Two to five years of experience performing this task on a regular basis
- D. More than five years of experience performing this task on a regular basis

*Supporting documentation for experience found on:*      \_\_\_\_\_ *Application*      \_\_\_\_\_ *Resume*

**Place:**

**Explain:**

**10. Using word processing to prepare documents, reports or correspondence. (Be sure to mention any experience with Microsoft Word.)**

- A. No experience
- B. Less than two years of experience
- C. Two to five years of experience performing this task on a regular basis
- D. More than five years of experience performing this task on a regular basis

*Supporting documentation for experience found on:*      \_\_\_\_\_ *Application*      \_\_\_\_\_ *Resume*

**Place:**

**Explain:**

**11. Working with spreadsheets including entering, updating and importing data, as well as creating new spreadsheets based on data requirements. (Be sure to mention any experience using Microsoft Excel.)**

- A. No experience
- B. Less than two years of experience
- C. Two to five years of experience performing this task on a regular basis
- D. More than five years of experience performing this task on a regular basis

*Supporting documentation for experience found on:*      \_\_\_\_\_ *Application*      \_\_\_\_\_ *Resume*

**Place:**

**Explain:**

**12. Entering or updating data, claims or summarized information into a database and running reports or exporting data from a database. (Be sure to mention any experience with NIS [the Nebraska Information System], RiskConsole, Risk Master, Claims Systems, Insurance Systems, or other specialized databases.)**

- A. No experience
- B. Less than two years of experience
- C. Two to five years of experience performing this task on a regular basis
- D. More than five years of experience performing this task on a regular basis

*Supporting documentation for experience found on:*      \_\_\_\_\_ *Application*      \_\_\_\_\_ *Resume*

**Place:**

**Explain:**

**13. Using the Mail Merge function for correspondence, reports, notices, documents, forms, releases or other information.**

- A. No experience
- B. Less than two years of experience
- C. Two to five years of experience performing this task on a regular basis
- D. More than five years of experience performing this task on a regular basis

*Supporting documentation for experience found on:*      \_\_\_\_\_ *Application*      \_\_\_\_\_ *Resume*

**Place:**

**Explain:**