

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

Public Information Officer I
(Public Relations Specialist)
#68-11114R, Lincoln
MEXICAN-AMERICAN COMMISSION
Training and Experience Questionnaire

Name: _____

Social Security Number: _____

INSTRUCTIONS

Each candidate is being required to answer the following questions so that you can be evaluated more fairly for this position on your experience and training, based on your responses to the items below. Your responses will be scored on what you say and include. 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. 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.

PROVIDE YOUR RESPONSES AS FOLLOWS: On a separate sheet of paper respond to each of the following statements or questions individually and completely. Number your responses to correspond with the items. **Do not worry about not having all the coursework or experience asked about on the questionnaire; do describe all the relevant experience or coursework you have had.** 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 to be placed with your application. Keep a copy of your responses for possible use in an interview. **Be sure to put your name and Social Security number on each page of the responses you submit.** Please call (402) 471-4463 if you have any questions on how to complete this questionnaire. Your application for this position will not be complete until your responses to these items are received by:

Nebraska State Personnel
state.jobs@nebraska.gov
301 Centennial Mall South
P.O. Box 94905
Lincoln, NE 68509-4905

Items

1. The Public Relations Specialist for the Mexican-American Commission must know public relations and journalism and be able to develop and implement the agency's state-wide communications/media platform; compose and distribute news releases; develop, write, and design the Commission's quarterly newsletter; and manage the agency's TV channel (Diversity TV). Describe the experience or training you have had in journalism, public relations, or communications. Be sure to include any experience in working with the media or broadcast journalism. Emphasize any degrees or coursework in media communications, journalism, or a related field.

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2. The person in this position must be able to communicate fluently and effectively in both English and Spanish to draft position statements, papers, and legislative testimony on the Commission's position regarding issues that affect Nebraska's Hispanic/Latino population. Describe the experience or education you have had in speech/communications or in preparing documents or presentations in both Spanish and English. Include any coursework or experience in speechwriting or preparing or critiquing public presentations. Emphasize any experience working with the Hispanic/Latino population or preparing presentations or speeches for public officials.
3. The Public Relations Specialist must know and understand the issues facing Hispanics/Latinos in Nebraska in order to develop and implement the Mexican-American Commission's multi-agency outreach program; represent the Commission at various public events hosted or sponsored by the Commission; and implement the agency's interpretation/translation program directed to serve partnering states in the area of language access to LEP (Limited English Proficiency) individuals. Describe the experience or education you have had in Hispanic/Latino issues. Include any coursework or experience translating or providing interpretation or working with outreach programs. Emphasize any experience working with Hispanics/Latinos in the communities where they are.
4. The person in this position must be able to provide State government services to the Mexican American Commission and indirect support to other State agencies; coordinate various public events hosted or sponsored by the Commission; coordinate with the print shop for printing and mailing; and even carry out the duties of the Executive Director in the event of an emergency. Describe the experience or education you have had in administration or office support. Include any coursework or experience in coordinating or arranging events or activities. Emphasize any experience in office management.
5. The Public Relations Specialist must have strong computer skills to be able to maintain the email address book contacts for receiving updates; develop and maintain the agency's database of over 6,000 contacts for the newsletter and events distribution; and author and design the agency's website. Describe the experience or education you have had in working with computer applications. Include any coursework or experience with desktop publishing, database management, or web design. Emphasize any experience with the following applications: In Design, Dreamweaver, Photoshop, Word, Power Point, Excel, Access, or Outlook Express.