

To be considered, your current application and this completed questionnaire must be on file or received in Nebraska State Personnel, state.jobs@nebraska.gov, 301 Centennial Mall South, P.O. Box 94905, Lincoln, NE 68509-4905, or postmarked by **May 15, 2009**.

Supplemental Questionnaire Sheet
NDEQ Administrative Support Position
Staff Assistant I
#84-11005-3

Name: _____

Social Security Number: _____

Specific experience: Check tasks that were performed at least once per week.

- Utilize Microsoft Word or other word processing
- Utilize Microsoft Excel
- Work with public - **telephone**
- Work with public – **in person**
- Work with public - **letters, email**
- Work with teams or coordinate with other staff
- Open, sort, prioritize mail
- Order Supplies
- AS 400 Database
- Other Databases (please list.): _____

1. Experience in filing or Records and Information Management: (**select one**)

- 0-1 year
- 1-2 years
- 2-3 years
- 3-4 years
- 4 or more years

2. Post-secondary coursework: (**select one**)

- none
- 0-2 years, coursework but no degree Field of Study _____
- 2-4 years, coursework, but no degree Field of Study _____
- Associate degree or Bachelors degree Field of Study _____

3. Direct experience with the following (**check all that apply**):

- Worked for an environment related organization, i.e. consulting/engineering firm
- Worked for a city, village, county, utility department, NRD
- Worked for a senator, governor, or state legislature
- Worked in a library or in a file room