

To be considered, your current application and this completed questionnaire 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 **August 3, 2007**.

Supplemental Questionnaire  
NDEQ Administrative Support Positions  
Staff Assistant I, #84-11751-4

Name: \_\_\_\_\_

Social Security Number: \_\_\_\_\_

1. Software experience (**check all that apply**):

	Training taken		Use less than once per month	Use once per week	Use daily	
Microsoft Word						
Microsoft Excel						
Microsoft Access						
Microsoft PowerPoint						
Lotus Notes						
Searching World Wide Web						
Other software, please list						

2. Full Time Administrative support experience: (**select one**)

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

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

- \_\_\_ none
- \_\_\_ 0-2 years, coursework but no degree
- \_\_\_ 2-4 years, coursework, but no degree
- \_\_\_ Associate degree
- \_\_\_ Bachelors degree
- \_\_\_ Bachelors degree plus other coursework
- \_\_\_ Bachelors degree plus advanced degree

- Field of Study \_\_\_\_\_

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

	Training taken		Perform less than once per month	Perform once per week	Perform daily	
Microsoft Word or other word processing <b>mail merge</b>						
Microsoft Word <b>templates, format</b>						
Make travel arrangements (hotel, air, conference reservations)						
Schedule conference calls, meetings, field trips						
Develop tables, graphs and use in reports or letters						
Enter and organize tabular data for graphs, tables, reports						
Work with public - <b>telephone</b>						
Work with public - <b>in-person</b>						
Work with public - <b>letters, e-mails</b>						
Work with teams or coordinate with other staff						
Write, edit, produce reports, fact sheets, summary documents						
Open, sort, prioritize mail						
Maintain Databases						

Other experience (**check all that apply**):

- Development and maintenance of web content
- Accounting experience (more than 1 year)
- Worked for a water related business, ie well driller, consulting/engineering firm
- Worked for a city, village, county, utility department, NRD
- Worked for a senator, governor, or state legislature
- Worked for a CEO, Director, or Department Head
- State of Nebraska NIS experience
- ArcView experience