

To be considered, your current application and this completed questionnaire must be on file or received in Nebraska State Personnel, wrk4neb.dasper@nebraska.gov, 301 Centennial Mall South, P.O. Box 94905, Lincoln, NE 68509-4905, or postmarked by **August 22, 2008**.

Supplemental Questionnaire Sheet
NDEQ Administrative Support Positions
Administrative Assistant I, #84-12139

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/Outlook						
Searching World Wide Web						
Other software, or databases, 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 Field of Study _____
- ___ 2-4 years, coursework, but no degree Field of Study _____
- ___ Associate degree Field of Study _____
- ___ Bachelors degree Field of Study _____
- ___ Bachelors degree plus other coursework Field of Study _____
- ___ 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 mail merge						
Microsoft Word templates, format						
Review applications or forms for completeness						
Schedule conference calls, meetings, field trips						
Develop tables, graphs and use in reports or letters						
Enter and organize data for graphs, tables, reports						
Work with public - telephone						
Work with public - in-person						
Work with public - letters, e-mails						
Work with teams or coordinate with other staff						
Review, edit, and format reports, fact sheets, summary documents						
Open, sort, prioritize mail						
Enter and maintain Databases						
Order supplies						

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

- _____ Development and maintenance of web content
- _____ 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 for a CEO, Director, or Department Head
- _____ State of Nebraska NIS experience