

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 **October 16, 2009**.

Supplemental Questionnaire Sheet
NDEQ Administrative Support Positions
Administrative Secretary, #84-12251-3

Name: _____ Total Score: _____

Social Security Number: _____ Scored By/Date: _____

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, or databases please list						

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

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

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

- _____ none
- _____ 0-2 years, coursework but no degree Field of Study _____
- _____ 3-4 years, coursework, but no degree Field of Study _____
- _____ Associate degree Field of Study _____
- _____ Bachelors 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						
Custodian of records with responsibility of maintaining control copies of standard operating procedures						
Make travel arrangements (hotel, air, conference reservations)						
Provide logistical support to participation in conferences and workshops						
Schedule conference calls, meetings, field trips						
Develop tables, graphs and use in reports or letters						
Enter and organize tabular data for graphs, tables, and produce related reports						
Work with public - telephone						
Work with public - in-person						
Work with public - letters, emails						
Work on process improvement efforts						
Work with teams or coordinate with other staff						
Write, edit, produce reports, fact sheets, summary documents						
Organize and maintain filing systems						
Maintain and managed 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