

To be considered, your current application and this completed questionnaire must be on file or received in Nebraska State Personnel, wrk4neb@nebraska.gov, 301 Centennial Mall South, P.O. Box 94905, Lincoln, NE 68509-4905, or postmarked by **October 10, 2008**.

Supplemental Questionnaire Sheet
NDEQ Administrative Support Positions
Administrative Secretary / Receptionist, #84-97602-3

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		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Microsoft Excel		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Microsoft Access		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Microsoft PowerPoint		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Outlook		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Searching World Wide Web		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other software, or databases please list		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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						
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 - telephone						
Work with public - in-person						
Work with public - letters, emails						
Work with teams or coordinate with other staff						
Write, edit, produce reports, fact sheets, summary documents						
Open, sort, prioritize mail						
Maintain Databases						
Order Supplies						

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

- _____ Development and maintenance of web content
- _____ Worked for an environment related organization, e.g. 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