To be considered, your State application and this completed questionnaire must be received in the Department of Administrative Services, State Personnel Division, 301 Centennial Mall South, Mall Level, P.O. Box 94905, Lincoln, NE 68509-4905, or postmarked by **June 1, 2007**.

# NEBRASKA DEPARTMENT OF PROPERTY ASSESSMENT AND TAXATION
## FIELD LIAISON
## #96-05101-2, Lincoln
## Supplemental Questionnaire

Applicant Name:_____

Social Security Number:_____

INSTRUCTIONS:
The Supplemental Questionnaire is used to measure key knowledge, skills, and abilities required for this position. Candidates will be screened for further consideration on how closely their responses on this questionnaire match our expectations. Failure to provide any portion of the information requested will be a basis for elimination from consideration.

Each response must be supported by: specific examples of application, length of experience and/or training, and where the experience and/or training was obtained. Training refers to formal course work you have had, and may include workshops, seminars, scheduled in-service training, or one-day courses as well as college, university, or technical school courses. Experience may be paid work experience, volunteer work experience, or personal life experience. Any experience, education, or training referred to on this questionnaire must also be documented on your application.

Please feel free to handwrite your responses. It is not necessary to type. If there is not enough room for your responses, please attach a separate sheet. Be sure your name and Social Security number are on each sheet you submit.

1. The Field Liaison position is required to work with officials in county government as well as state government. Please explain your previous work experience or exposure to the workings of county and/or state government.

2. The Field Liaison is responsible for scheduling and prioritizing his or her own work with minimal supervision. Describe your ability and experience in planning and organizing your own schedule.

3. Describe your experience with software applications.

4. Please explain in detail any experience, training, or working knowledge you have of real estate. (Example: assessment, appraisal, brokerage, or mortgage.)

5. As a Field Liaison, you will use statistics as part of the information utilized to determine level of value in a county. Describe your experience and knowledge with statistics.

6. If the Field Liaison position is offered to you, what special qualities, skills, knowledge, or abilities do you feel you would bring to the position?

7. It is important that the Field Liaison is able to prepare technical or persuasive narrative reports. Please submit any original work (2-3 pages) that you have done for a prior job, for a class, or for this application that would demonstrate this skill. A sample exhibiting your present knowledge or knowledge researched for this application is acceptable. WRITING SAMPLE REQUIRED – NO EXCEPTIONS!

I understand that this questionnaire is part of my application for this position and is subject to all the terms and conditions on the Application for Employment, including rejection of the application or disciplinary action if false information is found to have been provided. Your application for this position will not be considered complete until this questionnaire AND WRITING SAMPLE are returned to the State Personnel Division by June 1, 2007.

Signature:_____ Date:_____