

Supplemental Questionnaire

for Administrative Specialist II

1. How many years of increasingly responsible office experience do you have?

Click or tap here to enter text.

1. Which of the following best describe your experience as it relates to general office procedures and practices?

[ ]  I regularly follow a pre-established checklist when completing work tasks.

[ ]  I regularly rely on my organization's rules and regulations and operating procedures when completing work tasks.

[ ]  I regularly receive detailed instructions from my supervisor for daily/weekly tasks that need to be completed.

[ ]  I regularly provide direction or input to others when determining solutions or prioritizing tasks

1. Give an example from your work experience that supports your selection in question #2

Click or tap here to enter text.

1. Which of the following best describes your Microsoft **Excel** proficiency?

[ ]  No Proficiency
[ ]  Beginner
[ ]  Intermediate
[ ]  Advanced

1. Give a brief example (either work or education experience) that highlights your proficiency related to Microsoft Excel.

Click or tap here to enter text.

1. Which of the following best describes your Microsoft **Word** proficiency?

[ ]  No Proficiency
[ ]  Beginner
[ ]  Intermediate
[ ]  Advanced

1. Give a brief example (either work or education experience) that highlights your proficiency related to Microsoft Word.

Click or tap here to enter text.

1. Please describe any experience with payroll and/or general accounting?

Click or tap here to enter text.

1. Please provide any skills, abilities, or experience you feel would be beneficial as it relates to this position?

Click or tap here to enter text.