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Administrative Specialist 2018-02 Prequalifying Questions

Please complete the following prequalifying questionnaire providing the information requested about your experience and background to include listing employer(s), dates of employment, duration of employment, job title(s), and related job duties. **If you answer with 'See Resume', you will not be considered for this posting.**

This questionnaire will be scored. **The information you provide in the answers below will be used to determine if you will proceed to the next phase of the selection process.** Information related to education and experience must be verifiable on your application to be given credit.

* 1. Any equivalent combination of knowledge, skills, education and experience may be considered qualifying. Do you have at least an Associate's Degree or two-year technical certificate in office administrations, business or related field?

- Yes No

* 2. What is the highest degree you have completed (Associates, Bachelors, etc.), and what field is your degree in? If this doesn't apply, please indicate "N/A".

* 3. How many years (full-time equivalency) of experience do you have in clerical/administrative support experience?

- None
- less than 1 year
- 1-2 years
- 2-3 years
- 3-5 years
- 5 or more years

* 4. Preference may be given based on qualifications and experience. Please check all that apply:

- Public procurement experience Public contracting experience Local government clerical experience NONE of these apply to me

* 5. Briefly describe your education, knowledge, and experience that you feel makes you qualified for this position.

* 6. Please check all programs and computer tools you are proficient in:

- MS Word
- MS Excel
- MS PowerPoint
- Adobe Acrobat Professional
- DropBox or Google Drive
- Doodle
- GoTo Meetings or Skype
- PeopleSoft

- Constructware
 Laserfiche
 NONE of these apply to me

* 7. As a requirement of this position, a valid Oregon Driver's License is required by time of appointment. (Or, if from out-of-state, obtain a valid ODL pursuant to DMV rules.)

- I currently have or can obtain a valid ODL I cannot obtain a valid ODL and this DISQUALIFIES me for this position

* 8. In order to be eligible to receive Veteran Preference Points, a completed form and supporting documentation must be submitted to Human Resources before the closing date and time of this posting. You may submit completed forms to HR via mail, email, fax, or in person. Refer to the Job Posting for more information and required form.

- I understand a form and supporting documentation must be submitted by the closing date to be eligible to receive points N/A

Please review your information for accuracy and completeness. You will not be allowed to return to this page after moving to the next page of the application.

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Version 5.12.7