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Library Technician, Prequalifying Questions 2019-02

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. The City will look at equivalencies to determine qualifications. Do you have a high school diploma or GED?

- 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. Do you have at least one year (full-time equivalency) of professional-level communications and customer service that includes serving difficult customers and completing tasks with frequent interruptions?

- Yes No

* 4. Please briefly describe your professional-level communications and customer service that includes serving difficult customers and completing tasks with frequent interruptions.

* 5. Preference may be given based on previous knowledge and experience. Please check all that apply:

- Previous experience working in a public library
- Previous experience volunteering in a public library
- Ability to read Spanish
- Ability to write Spanish
- Ability to speak Spanish
- NONE of these apply to me

* 6. 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

* 7. The successful candidate will be expected to walk to various parts of the library to assist patrons, which may limit sitting for only a few minutes during the public desk shift. The position also may require standing 2-3 hours while regularly moving, bending,

lifting 10 pounds, and visual scanning the service points over a 180 degree area. Are you able to perform these essential functions with or without accommodations?

Yes No

* 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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