

## RECORDS TECHNICIAN FULL-TIME AND PART-TIME

### SUPPLEMENTAL QUESTIONS

1. The following questions are the "Training and Experience" exam. Provide complete information for each exam question. Do not write "See Resume" as answers to these questions. I understand that not answering the questions completely will affect my "Training and Experience" score.  
☐ Yes
2. The information you provide below relating to your education, training, and experience is subject to verification. I understand that giving false information or failure to accurately represent myself will result in disqualification from this recruitment process.  
☐ Yes
3. What is the highest level of education you have successfully completed?  
☐ High School Diploma or Equivalent  
☐ Technical College Certificate  
☐ Associates degree or higher
4. Please indicate your typing speed:  
☐ 65 wpm or less  
☐ 65-70 wpm  
☐ 71-80 wpm  
☐ 81 wpm or higher
5. How many years of experience do you have working in an office administrative support position?  
☐ Less than 1  
☐ 1-2  
☐ 3-4  
☐ 4-5  
☐ 6 and above
6. If you have administrative support experience, please list your employer(s) name, your job title, your main responsibilities, and length of time in the position. If none, please type N/A in the box below.
7. Do you have experience working in a Law Enforcement Agency Records Unit (Police or Sheriff's Department)?  
☐ Yes  
☐ No
8. If yes, list your employer's name, your job title, your main responsibilities, and length of time in the position. If no, please type N/A in the box below.
9. Do you have experience working in Corrections/Probation, District Court, or other Law Enforcement or Criminal Justice Agency?  
☐ Yes  
☐ No

10. If yes, list your employer's name, your job title, your main responsibilities, and length of time in the position. If no, please enter "N/A" in the box below.
11. Do you have experience with release of records governed by the Minnesota Data Practices?  
☐ Yes  
☐ No
12. If yes, please describe your experience and your knowledge of Minnesota Data Practices. If no, please enter "N/A" in the box below.
13. Do you have transcription experience?  
☐ Yes  
☐ No
14. If yes, please describe your experience including software used, number of hours or years performing transcription. If no, please enter "N/A" in the box below.
15. Do you have Police Records Management System software experience?  
☐ Yes  
☐ No
16. If yes, please indicate the software program(s) used and describe in detail the work you did using the program (i.e. data entry, searching/querying, generating reports, etc.), the employer(s) name and length of time. If no, please enter "N/A" in the box below.
17. Do you have experience using document management/imaging systems?  
☐ Yes  
☐ No
18. If yes, please describe in detail the work you did using the program(s), software used, employer(s) name, and length of time. If no, please enter "N/A" in the box below.
19. Do you have experience with Court electronic document filing software (eFile & Serve), law enforcement or criminal justice experience with Statewide Supervision, or BCA eCharging?  
☐ Yes  
☐ No
20. If yes, describe your experience including employer(s) name, length of time and system. If no, please enter "N/A" in the box below.
21. Do you have law enforcement or criminal justice experience with Portals XL software?  
☐ Yes  
☐ No
22. If yes, describe in detail the work you did using the software, including employer(s) name and length of time. If no, please enter "N/A" in the box below.
23. Do you have experience with BCA Criminal Justice Reporting System (CJRS)?  
☐ Yes  
☐ No

24. If yes, describe your experience including employer(s) name and length of time. If no, please enter "N/A" in the box below.

25. Do you have experience in data entry?

☐ Yes

☐ No

26. If yes, describe in detail your experience including employer(s) name and length of time. If no, please enter "N/A" in the box below.