

ADMINISTRATIVE ASSISTANT (RECORDS & RECEPTION)

SUPPLEMENTAL QUESTIONS

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

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

1) What is the highest level of education you have successfully completed?

- ☐ High School Diploma or Equivalent
- ☐ Technical College Certificate
- ☐ Associates Degree

2) Please indicate your typing speed:

- ☐ 65 wpm or less
- ☐ 65-70 wpm
- ☐ 71-80 wpm
- ☐ 81 wpm and above

3) How many years of experience do you have working in an office administrative support position?

- ☐ Less than 1
- ☐ 1-2
- ☐ 3-4
- ☐ 4-5
- ☐ 5 and above

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.

4) How many years of experience do you have working as a receptionist/front desk?

- ☐ Less than 1
- ☐ 1-2
- ☐ 3-4
- ☐ 4-5
- ☐ 5 and above

If you have reception/front desk 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.

5) Do you have experience working in a Law Enforcement Agency Records Unit (Police or Sheriff's Department)?

- ☐ Yes
☐ No

If yes, list your employer's name, your job title, your main responsibilities, and length of time in the position. If no, please enter "none" in the space provided. If no, please type N/A in the box below.

6) Do you have experience working in Corrections/Probation, District Court, or other Law Enforcement or Criminal Justice Agency?

- ☐ Yes
☐ No

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.

7) Do you have experience with release of records governed by the Minnesota Data Practices?

- ☐ Yes
☐ No

If yes, please describe your experience and your knowledge of Minnesota Data Practices. If no, please enter "N/A" in the box below.

8) Do you have transcription experience?

- ☐ Yes
☐ No

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.

9) Do you have Police Records Management System software experience?

- ☐ Yes
☐ No

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.

10) Do you have experience using document management/imaging systems?

- ☐ Yes
☐ No

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.

11) 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

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

12) Do you have law enforcement or criminal justice experience with Portals XL software?

- ☐ Yes
- ☐ No

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.

13) Do you have experience with BCA Criminal Justice Reporting System (CJRS)?

- ☐ Yes
- ☐ No

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

14) Do you have experience in data entry?

- ☐ Yes
- ☐ No

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.