

**EDUCATION, EXPERIENCE, SKILLS & ABILITIES/COMPETENCIES SHEET
OFFICE ASSISTANT 3**

MINIMUM EDUCATION, EXPERIENCE, SKILLS & ABILITIES/COMPETENCIES:

- Associates degree AND two years of increasingly responsible clerical and/or testing experience OR equivalent education/experience.
- Bilingual (English/Spanish: reading, writing, speaking and understanding).

PREFERRED/DESIRED EDUCATION, TRAINING, SKILLS & ABILITIES/COMPETENCIES:

- Bachelor's degree.
- Experience in teaching, training, counseling or testing.

Please complete this form, indicating in the spaces provided below the experience and training you have which applies to the minimum and preferred education, experience, skills & abilities/competencies. Name your employers and describe relevant jobs. Show hours worked per week and total months in relevant employment. Part-time employment and volunteer work will be converted to full-time equivalent. Attach additional sheets if needed.

EXPERIENCE AND TRAINING AS IT APPLIES TO THE MINIMUM AND PREFERRED/DESIRED SKILLS & ABILITIES/COMPETENCIES:

EDUCATION:

Name: _____

(If you need additional space either use the back of this sheet or attach a separate sheet)

5. FILE AND RECORD MAINTENANCE

Describe your experience maintaining files and records. Include in your answer:

1. A list of the types of files and records worked with (i.e., fiscal, personnel, customer, etc.);
2. Whether the files and records were manual or electronic (identify spreadsheet or database used);
3. The number of files and records; and,
4. The specific duties you performed in maintaining, revising, and/or establishing the system.

CLERICAL SKILLS

This examination covers a wide range of office support and secretarial skills and abilities. Read each section carefully. Check the box for each task for which you have experience and/or training.

6. WORD PROCESSING/TYPING

Check the appropriate box(es) for: (W) Word Processing (T) Typing

<input type="checkbox"/> <input type="checkbox"/> Labels	<input type="checkbox"/> <input type="checkbox"/> Forms	<input type="checkbox"/> <input type="checkbox"/> Envelopes	<input type="checkbox"/> <input type="checkbox"/> Financial Statements
<input type="checkbox"/> <input type="checkbox"/> Correspondence	<input type="checkbox"/> <input type="checkbox"/> Memos	<input type="checkbox"/> <input type="checkbox"/> Reports	<input type="checkbox"/> <input type="checkbox"/> Tables/Charts/Graphs
<input type="checkbox"/> <input type="checkbox"/> Examinations	<input type="checkbox"/> <input type="checkbox"/> Grant Applications	<input type="checkbox"/> <input type="checkbox"/> Manuscripts	<input type="checkbox"/> <input type="checkbox"/> Other _____

Typing Speed _____ Words Per Minute **Months** experience word processing: _____ typing: _____
 Estimated Recently Tested

7. COMPUTER SKILLS

Check the appropriate response: (E) Experience (T) Training. Indicate the number of **month's** experience and/or training. If the experience and/or training has been more than 36 months, indicate your experience in **years (just cross out "mos" and write in "years.")**.

COMPUTERS

	E	T
PC/Macintosh	<input type="checkbox"/> _____ mos.	<input type="checkbox"/> _____ mos.
Terminal Only	<input type="checkbox"/> _____ mos.	<input type="checkbox"/> _____ mos.

WORD PROCESSING SOFTWARE

	E	T
Microsoft Word-PC	<input type="checkbox"/> _____ mos.	<input type="checkbox"/> _____ mos.
Microsoft Word-MAC	<input type="checkbox"/> _____ mos.	<input type="checkbox"/> _____ mos.
WordPerfect	<input type="checkbox"/> _____ mos.	<input type="checkbox"/> _____ mos.
WordPerfect (Windows)	<input type="checkbox"/> _____ mos.	<input type="checkbox"/> _____ mos.
Other _____	<input type="checkbox"/> _____ mos.	<input type="checkbox"/> _____ mos.

WORD PROCESSING FUNCTIONS

<input type="checkbox"/> Aligning Text	<input type="checkbox"/> Merging/Sorting
<input type="checkbox"/> Setting Margins	<input type="checkbox"/> Creating Columns
<input type="checkbox"/> Setting Tabs	<input type="checkbox"/> Uploading/Downloading
<input type="checkbox"/> Headers/Footers	<input type="checkbox"/> Footnotes/Outlines
<input type="checkbox"/> Search/Replace	<input type="checkbox"/> Integrating text & graphics

SPREADSHEET & DATABASE SOFTWARE

Updated/Maintained Developed

	E	T
Excel	<input type="checkbox"/> _____ mos.	<input type="checkbox"/> _____ mos.
Access	<input type="checkbox"/> _____ mos.	<input type="checkbox"/> _____ mos.
Other _____	<input type="checkbox"/> _____ mos.	<input type="checkbox"/> _____ mos.

GRAPHICS/PUBLISHING SOFTWARE

	E	T
PageMaker	<input type="checkbox"/> _____ mos.	<input type="checkbox"/> _____ mos.
PowerPoint	<input type="checkbox"/> _____ mos.	<input type="checkbox"/> _____ mos.
InDesign	<input type="checkbox"/> _____ mos.	<input type="checkbox"/> _____ mos.
Publisher	<input type="checkbox"/> _____ mos.	<input type="checkbox"/> _____ mos.
MacPaint	<input type="checkbox"/> _____ mos.	<input type="checkbox"/> _____ mos.
MacDraw	<input type="checkbox"/> _____ mos.	<input type="checkbox"/> _____ mos.
Other _____	<input type="checkbox"/> _____ mos.	<input type="checkbox"/> _____ mos.