

**SUPPLEMENTAL QUESTIONNAIRE FOR
SENATE SESSION STAFF – 2019 LEGISLATIVE SESSION**

Note: Applications will not be considered complete until this form and all requested information has been submitted to the Senate Office on or before August 31, 2018.

Name: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Home Phone: _____ Cell Phone: _____ Work Phone: _____

May we contact you at work? Yes No

Current employee of the State of Nevada? Yes No

If yes, Name of Agency: _____

Position/s* applying for (check all that apply):

- | | |
|---|--|
| <input type="checkbox"/> Assistant Sergeant at Arms | <input type="checkbox"/> Document Management Clerk |
| <input type="checkbox"/> Committee Secretary | <input type="checkbox"/> Legislative Assistant |
| <input type="checkbox"/> Document Clerk | <input type="checkbox"/> Proofreader |

I have read the job description/s for the position/s checked above and am able to perform the described duties. Yes No

Please sign and date below.

Signature: _____ Date: _____

*If you are applying for more than one position, list all positions in the Title(s) of Job(s) area of the Nevada Senate Employment Application. You need only submit one application for all positions.

QUESTIONNAIRE FOR SENATE SESSION STAFF

Please respond to each question, providing as much detail as necessary
You may use a separate sheet of paper if necessary

1. What has been your greatest accomplishment in your past work experience?

2. In your work history, what job did you enjoy the most and why?

3. In your work history, what job did you dislike and why?

4. What are your hobbies, special interests, accomplishments and/or awards of which you are especially proud?

5. In your past work history, what has prepared you to provide good customer service?

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6. Who would you consider customers in a legislative work environment?

7. Describe your knowledge of, or experience with, the legislative process.

8. Explain how you would be able to work as a member of a nonpartisan staff, putting your personal political affiliations and beliefs aside.

9. Do you prefer working in a multiple staff environment or working alone? Why?

10. Describe how you function in stressful situations.

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11. Is there a specific position in the Senate that you are particularly interested in filling?
What position and why?

12. Describe your experience in composing letters or other correspondence for the signature of an employer.

13. Have you had experience writing minutes or synopses of meetings or events? Yes No

If yes:

For whom: _____

How often: _____

Average Length of Meeting/Event: _____

Was this an assignment you enjoyed? Yes No

14. List your experience and/or knowledge of various computer applications, e.g. Word, Excel, PowerPoint, etc.

15. Are you familiar with the Windows operating system?

Yes Which version(s): _____ No

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16. Indicate your familiarity with the following computer applications. List any other software applications that may benefit your employment with the Nevada Senate and check the box that shows the level of your familiarity.

Program	Fair	Good	Very Good	Excellent
Word				
Excel				
PowerPoint				
Outlook				

17. The Nevada Senate uses Microsoft Word as its word processing application. Mark the appropriate box indicating your knowledge of the program function. If you are familiar with another word processing application, identify it in the "Name of Other" field and mark the appropriate boxes signifying your knowledge of its program functions.

Microsoft Word Versions

Other / Name of other

- | | | |
|--|------------------------------|-----------------------------|
| 1. Create a new document. | Yes | No |
| 2. Save a document. | Yes | No |
| 3. Open a document. | Yes | No |
| 4. Close a document. | Yes | No |
| 5. Edit a document. | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 6. Print a document. | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 7. Change margins. | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 8. Change paper size. | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 9. Add/Delete tab setting. | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 10. Use paragraph features, e.g., indents. | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 11. Change font types and sizes. | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 12. Use cut, copy and paste features. | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 13. Insert page numbers. | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 14. Use header and footer features. | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 15. Use page breaks. | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 16. Use section breaks. | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 17. Create mail merge. | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 18. Merge to letter. | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 19. Merge to envelope. | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 20. Sort and merge. | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 21. Use auto correct. | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 22. Use auto text. | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 23. Access special symbols and characters. | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 24. Use the find and replace functions. | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 25. Use spell check. | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 26. Create tables. | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 27. Create a text box. | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

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18. List any secondary languages, and indicate your skill level for each language.

Speak
Fluently Read Write

19. Maintaining confidentiality is imperative while working for the Nevada Senate. From your past work experiences, describe a time when you were required to maintain confidentiality.

20. Given the nature of the legislative process, you may be required to work seven days per week in excess of eight hours per day. Is there any reason you would not be able to fulfill this requirement? If yes, explain.

21. The Nevada Senate maintains a conservative, professional business dress code. Is there any reason you would object to or have problems with this requirement? Yes No
If yes, please explain.

22. Will you commit to working after Session has adjourned and until your specific assignments have been satisfactorily completed?

23. If necessary, would you be available to work after the Legislature has adjourned to assist others with completing their assignments? This could be as early as the middle of June or as late as the end of July.

24. In general, annual leave is not granted to staff while the Legislature is in Session. Do you anticipate any circumstances that would require you to request leave during Session? If yes, please explain.

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25. Given the nature of Senate Session Staff employment, many of our staff have other jobs to return to once the Legislature has adjourned while others will be seeking employment. Is it your intention to:

Return to State Service
Seek employment in State Service
Seek employment in Private Industry
Other

26. If selected to work for the Senate, what do you expect or hope to achieve from working during the Legislative Session?

The information you have provided will help us evaluate your specific skills and experience. Please forward the following information:

- Supplemental Questionnaire
- Résumé
- Cover Letter
- Senate Application

Application information must be submitted
on or before August 31, 2018 to:

Claire J. Clift

Secretary of the Senate

401 South Carson Street, Room 1206

Carson City, NV 89701-4747

775-684-1400

775-684-6522 (fax)