

Supplemental Application Questions
Dispatch Supervisor

1. How many years of experience do you have as a law enforcement dispatcher?
- I do not have this experience
 - Less than 1 year
 - 1 year or more, but less than 3 years
 - 3 years or more, but less than 5 years
 - 5 years or more
2. How many years of experience do you have in organizing/managing the daily functions of an office?
- I do not have this experience
 - Less than 1 year
 - 1 year or more, but less than 3 years
 - 3 years or more, but less than 5 years
 - 5 years or more
3. In which of the following fields do you have a degree, certification, or specialized/technical training? (Check all that apply)
- | | |
|--|--|
| <input type="checkbox"/> Business Management | <input type="checkbox"/> Computers |
| <input type="checkbox"/> Clerical | <input type="checkbox"/> Other - please indicate |
| <input type="checkbox"/> Communications | <input type="checkbox"/> None of the above |

*If applicable, please indicate the length of the training program (ex: number of hours, weeks, months, years) and where you received the degree/certification/or training that you noted above:

4. If you have completed post high school education, please list the school(s) you attended and indicate your major area(s) of specialization. If you do not have post high school education, type 'none' in the space provided.

5. Which of the following best describes your skill level in operating a computer:
- I do not have this experience
 - Less than 2 years of home or work-related experience; limited use of Microsoft Office programs
 - More than 2 years and less than 5 years of home or work-related experience; regular use of one or more Microsoft Office program
 - More than 5 or more years of home or work-related experience; high level of proficiency in one or more Microsoft Office program and regular use of at least one other Microsoft Office program

6. Which of the following best describes your skill level using Microsoft Word:
- No significant experience using Microsoft Word
 - Experience creating Microsoft Word documents; saving and printing data
 - All of the skills listed above PLUS modifying, editing, deleting, moving, formatting, copying and pasting data
 - All of the skills listed above PLUS creating tables, charts, and macros

7. Which of the following best describes your skill level using Microsoft Excel:
- No significant experience using Microsoft Excel
 - Experience reading MS Excel worksheets to find information; printing worksheets
 - All of the skills listed above PLUS modifying, editing, deleting, moving, formatting, copying and pasting data
 - All of the skills listed above PLUS creating formulas, charts, and macros

8. Describe your experience in handling sensitive or confidential information. If you do not have experience working with sensitive or confidential information, type 'none' in the space provided.

9. Describe your experience in leading and directing employees. Please specify your experience (include the number of years) in training, evaluating, and/or disciplining employees.

10. Please describe your experience working with the Portals/CJIS computer program. Indicate the number of years of experience you have in working with this program and what functions you are able to perform. If you do not have experience working with the Portals/CJIS computer program, type 'none' in the space provided.
