

Name: \_\_\_\_\_

Date: \_\_\_\_\_

## Supplemental Application Questions

### *Legal Secretary*

1. 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 - 3 years
- 3+ years

2. In which of the following fields do you have a degree, certification, or specialized/technical training?

(Check all that apply)

- Paralegal/Legal Assistant
- Business/Office Administration
- Other - please indicate \_\_\_\_\_
- None of the above

3. If you indicated education/training in #2, please check the box that best describes your level of education/training relevant to this position.

- Associate's Degree
- Bachelor's Degree
- Other - please indicate \_\_\_\_\_
- No degree, but working toward completion\*

\*Please indicate the years/months of education that you have completed specific to legal assistant, paralegal, office or business administration. Do not include time spent completing general courses.

\_\_\_\_\_

4. How many years of work experience do you have utilizing State and Federal court systems?

- I do not have this experience
- Less than 1 year
- 1 - 3 years
- 3+ years

5. How many years of work experience do you have in conducting legal research?

- I do not have this experience
- Less than 1 year
- 1 - 3 years
- 3+ years

6. Which of the following best describes your skill level in operating a computer:

- I do not have this experience
- Less than 2 years experience or limited use of Microsoft Office programs
- 2 - 5 years regular use of one or more Microsoft Office programs
- 5+ years proficient use in one or more Microsoft Office programs

7. Are you proficient in both Spanish and English?  Yes  No