

**Mower County**  
**Administrative Assistant**  
**Supplemental Application Questions**

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**Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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 year or more, but less than 3 years
  - 3 years or more, but less than 5 years
  - 5 years or more

2. In which of the following fields do you have a degree, certification, or specialized/technical training? Check all that apply)
- Business/Office Administration
  - Accounting or Finance
  - Legal Assistant/Paralegal
  - Other – Please indicate
  - None of the above

3. Please describe your experience in Customer Service. If you do not have experience type 'none' in the space provided.

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4. 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

5. 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 these skills listed above PLUS creating formulas, charts, and macros

6. Describe your experience in working with Microsoft Access. Specifically list the functions you have performed in Access. If you do not have Microsoft Access experience, type 'none' in the space provided.

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7. 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.

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8. Please describe any computer software that you have worked with and indicate the number of years that you have worked with each software program you have listed. If you do not have experience working with computer software, type 'none' in the space provided.

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9. Please indicate any languages (other than English) that you can communicate fluently either verbally and/or in writing. Do not provide information to indicate you race or national origin. If you do not communicate fluently in a language other than English, write/type 'none' in the space provided.

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