

**NEVADA STATE ASSEMBLY  
SUPPLEMENTAL EMPLOYMENT QUESTIONNAIRE**

**Note:** Applications will not be considered complete until this form and the Assembly Employment Application have been submitted electronically to the Assembly. Please use the tab key, directional arrows, or mouse to advance to the next field.

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

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Mobile Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

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May we contact you at work?      Yes      No

Are you a current employee of the State of Nevada?      Yes      No

If yes, name of agency: \_\_\_\_\_

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Position(s) for which you are applying:

Committee Secretary

Data Information Technician

Proofreader

Personal Secretary

Other: \_\_\_\_\_

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I have read and understand the duties and responsibilities of the position(s) for which I have applied.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

*Please respond to each question. If the space provided is insufficient, please continue your response in a separate document and send it to the email address shown at the end of this Supplemental Questionnaire.*

1. Tell us a little bit about yourself, e.g., goals, hobbies, special interests.

2. Are you interested in filling a specific position in the Assembly?      Yes      No

If yes, what position and why?

3. In your work or volunteer history, what position have you enjoyed the most? Why?

4. In your work or volunteer history, which position did you find least satisfying? Why?

5. Do you have any experience with or any knowledge of the legislative process?

Yes      No

If yes, please explain.

6. Could you work effectively as nonpartisan support staff, putting aside your personal political affiliations and beliefs?      Yes      No

If yes, what experience do you think has prepared you to function in a nonpartisan capacity within a political environment?

7. What experiences have prepared you to provide good customer service?

8. Describe your ability to function under stressful situations.

9. Do you prefer working with others or alone? Please explain.

10. Do you have experience composing letters or other correspondence under the signature of an employer?      Yes      No

If yes, please describe.

11. Do you have experience writing minutes or synopses of meetings or events?  
Yes      No

If yes:

For whom: \_\_\_\_\_

How often: \_\_\_\_\_

Average length of meeting or event: \_\_\_\_\_

Was it an assignment you enjoyed?      Yes      No

12. Are you familiar with the Windows operating system?      Yes      No

If yes, which version: \_\_\_\_\_

13. Please list your experience with of various computer applications, e.g., Word, Excel, PowerPoint, and Access.

<b>Program</b>	<b>Fair</b>	<b>Good</b>	<b>Very Good</b>	<b>Excellent</b>
_____				
_____				
_____				
_____				

14. The Nevada State Assembly uses Microsoft Word as its word processing application. Do you know how to use the following word processing features and functions in Microsoft Word or another program?

If so, indicate the appropriate program, and if it is a program other than Word, list the name of the other program as well. Check the appropriate "yes" or "no" area next to each word processing feature.

Microsoft Word                      Other

Name of other program(s): \_\_\_\_\_

Create a new document	Yes	No
Save a new document	Yes	No
Open a document	Yes	No
Close a document	Yes	No
Edit a document	Yes	No
Print a document	Yes	No
Change margins	Yes	No
Change paper size	Yes	No
Add or delete tabs	Yes	No
Use paragraph features such as indent	Yes	No
Change font types and sizes	Yes	No
Use cut, copy, and paste	Yes	No
Use header and footer features	Yes	No
Insert page numbers	Yes	No
Use page breaks	Yes	No
Use section breaks	Yes	No
Create mail merge	Yes	No
Merge to letter	Yes	No
Merge to envelope	Yes	No
Sort and merge	Yes	No
Use AutoText	Yes	No
Access special symbols and characters	Yes	No
Use Find and Replace	Yes	No
Use Spell Check	Yes	No
Create tables	Yes	No
Insert text box	Yes	No

15. Please list your experience with various social media platforms and tools, e.g., Facebook, Twitter, Snapchat, LinkedIn, YouTube, Flickr, Instagram, as fair, good, very good, or excellent.

<u>Platform/Tools</u>	<u>Excellent</u>	<u>Very Good</u>	<u>Good</u>	<u>Fair</u>
_____				
_____				
_____				
_____				
_____				

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

<u>Language</u>	<u>Verbal Fluency</u>	<u>Written Fluency</u>
_____		
_____		

17. Maintaining confidentiality is imperative while working for the Nevada State Assembly. Does this present a problem for you?      Yes      No

If yes, please explain.

18. In your past work experiences, was there ever a time when you were required to maintain confidentiality?      Yes      No

If yes, please explain.

19. Do you have any problem or objection to adhering to a conservative, professional business dress code?      Yes      No

If yes, please explain.

20. You may be required to work seven days per week in excess of eight hours per day. Are you available when needed, regardless of the day of the week or length of time during the day?      Yes      No

If no, please explain.

21. Legislative staff are required to be in their assigned offices before the morning committees begin meeting. Do you have any experience working a traditional work schedule that requires you to be at your assigned workstation at or before 8 a.m. and to remain until 5 p.m. or later?      Yes      No

Please describe any issues you anticipate could prevent you from being at your workstation, on a regular basis, at or before 8 a.m. each workday.

22. Do you have any experience working independently from a remote location?      Yes      No

If so, please describe ability to stay on task and remain productive.

23. Will you commit to working until the session ends and your assignments have been satisfactorily completed?      Yes      No
24. If necessary, would you be available to work after the Legislature has adjourned to complete your assignments or 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.      Yes      No

If no, please explain.

25. Because of the temporary nature of session employment, many attachés 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
- Return to private industry
- Other

Thank you for taking the time to complete this questionnaire. The information you have provided will help us to evaluate your special skills and experiences.

Please email this questionnaire along with the Assembly Employment Application to the Nevada State Assembly on or before October 1, 2020, at [AssemblyJobs@asm.state.nv.us](mailto:AssemblyJobs@asm.state.nv.us).

Susan Furlong  
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AssemblyJobs@asm.state.nv.us  
(775) 684-8555