

SECRETARY INSERT QUESTIONS

(To be attached to Classified Application Form)



Name: _____ Date: _____
(Last) (First) (Middle)

TECHNOLOGY TRAINING and EXPERIENCE

Please check all boxes that correspond to your training and/or expertise

File Management

- I save and retrieve files to and from local and network drives.
- I create my own folders to keep files organized and know how to identify the date and size of each file and folder.
- I know how to move, copy, and organize files in folders and use search techniques to find files.
- Other _____

Word Processing

Program(s) used: _____

- I use a word processing program for basic writing tasks.
- I use written communication tools such as memos and worksheets. I edit, modify format, and use spell-check.
- I incorporate tables in my *Word* documents, use bulleted and numbered lists, format page numbers and notes, use Headers/Footers, and other editing tools such as Find/Replace, etc.
- Other _____

Graphics

Program(s) used: _____

- I insert basic graphics in my word processing or written communications.
- I create pictures with paint/draw programs, and insert my own objects and clip art.
- I understand and apply design principles, and modify graphics (i.e. digital photos, scanned drawings).
- Other _____

Desktop Publishing

Program(s) used: _____

- I use word processing to publish signs, flyers, and handouts.
- I use desktop publishing programs (i.e. *Publisher*), utilizing templates and wizards to create documents.
- I create original publications, combining design elements such as columns, clip art, photo images, tables, word art and captions, with appropriate citation of sources.
- Other _____

Spreadsheets

Program(s) used: _____

- I record and edit data in a simple spreadsheet (i.e. *Excel*).
- I create spreadsheets and data displays to explain my information using labeled charts and graphs.
- I use formulas to help analyze and interpret data.
- Other _____

Database

Program(s) used: _____

- I use a database program (i.e. *Access*) to enter information and look up existing data.
- I run reports and queries and merge documents into *Word* and *Excel*.
- I customize and create new reports and queries to organize and select data specific to requirements.
- Other _____

E-Mail / Calendars

Program(s) used: _____

- I send and forward e-mail regularly and use appropriate e-mail etiquette, including subject line.
- I create organized mail folders and manage correspondence to maintain mailbox capacity.
- I use a calendar program (i.e. *Outlook*) to schedule meetings and appointments.
- Other _____

TYPING / KEYBOARDING: _____ WPM

10-KEY: _____ SPM

DICTAPHONE TRANSCRIPTION EXPERIENCE: Yes No

SHORTHAND: Yes No

Please describe your experience answering multi-line phones and assisting the general public in an office environment.

Please describe any specific experience you have relating to the position(s) you are applying for, including your experience working in a fast-paced, ever-changing office environment.

(Please attach separate sheet if needed.)

APPLICANT SIGNATURE _____

EQUAL OPPORTUNITY EMPLOYER

Bellingham School District is an equal opportunity employer. The District does not discriminate on the basis of race, religion, creed, national origin, age, sex or disability. The District has implemented an affirmative action program and encourages qualified women and minority applicants to apply.