



SUPPORT SERVICES SKILL CODE SHEET

Complete and attach to your application for the following positions:

- | | |
|------------------------------------|------------------------------|
| Library Technician | Office Specialist |
| Word Processing Technician | Property Specialist |
| Accounting Assistant | Payroll Technician |
| Accounting Technician | Graphic Artist |
| Cashier | Buyer |
| Administrative Prog. Asst. | Radio/TV Communication Tech. |
| Administrative Prog. Spec. | Accountant |
| Budget Analyst | Fiscal Coordinator |
| Environmental Health & Safety Tech | Public Information Assistant |
| Development Project Coordinator 2 | |

This skill code sheet will be used to evaluate your skills for the classifications listed above. Check the box on this Skill Code Sheet that best describes your skill level. If you do not have a particular skill, leave it blank. Be as accurate as you can in providing this information. **EOU may administer a test to determine level of proficiency required for a position.**

10 KEY / DATA ENTRY

- None = No familiarity with 10 Key / Data Entry
- Novice = Training with little experience.
- Average = Training + intermittent experience.
- Proficient = Training + regular daily experience.

TYPING/KEYBOARDING

- 0-39 words per minute
- 40-54 words per minute
- 55 and above

COMPUTER AND SOFTWARE SKILLS

Word Processing Software

- Novice = Training with little or no experience.
- Average = Training + created general documents such as correspondence and reports.
- Proficient = Training + experience + used functions such as merge, tables and graphics.

	None	Novice	Average	Proficient
Word for Windows	—	—	—	—
Word Perfect/Windows	—	—	—	—
Other (specify) _____	—	—	—	—

Graphics/Publishing Software

- Novice = Training with little or no actual experience
- Average = Training + created documents, including flyers, pamphlets, brochures and slide shows using standard templates.
- Proficient = Training + experience + primary responsibility for designing and creating documents, utilizing design techniques such as color manipulation, photo enhancement, and creative layouts.

	None	Novice	Average	Proficient
Aldus PageMaker	—	—	—	—
Dreamweaver	—	—	—	—
FrontPage	—	—	—	—
Harvard Graphics	—	—	—	—
Photoshop	—	—	—	—
Powerpoint	—	—	—	—
Quark Express	—	—	—	—
Other (specify) _____	—	—	—	—

Database Software

- Novice = Training with little or no experience
- Average = Training + maintained databases, queried, and created reports.
- Proficient = Training + experience + created databases + created reports which queried from multiple databases using functions such as calculations, exceptions, and subqueries.

	None	Novice	Average	Proficient
Access	—	—	—	—
Dbase	—	—	—	—
Paradox	—	—	—	—
ORBIS	—	—	—	—
OCLC	—	—	—	—
PCFile	—	—	—	—
Other (specify) _____	—	—	—	—

Spreadsheet software

- Novice = Training with little or no actual experience
- Average = Training + create and print spreadsheet using simple functions such as add, subtract, multiply and divide.
- Proficient = Training + experience + create spreadsheet using complex calculations, functions, graphs, charts and macros.

	None	Novice	Average	Proficient
Excel	—	—	—	—
Lotus 1-2-3	—	—	—	—
Quattro Pro	—	—	—	—
Other (specify) _____	—	—	—	—

Web Experience

Novice = Training with little or no actual experience

Proficient = Training + utilized in a work environment

	None	Novice	Average	Proficient
Web page development	—	—	—	—
Web page maintenance	—	—	—	—

OUS Systems

Novice = Training with little or no actual experience

Proficient = Training + utilized in a work environment

	None	Novice	Average	Proficient
Data warehouse model	—	—	—	—
Banner Financial Information System (FIS)	—	—	—	—
Banner Human Resource Information System (HRIS)	—	—	—	—
Banner Student Information System (SIS)	—	—	—	—

ACCOUNTING/BUDGETING

Novice = Training with little or no actual experience

Proficient = Training + utilized in a work environment

	None	Novice	Average	Proficient
Auditing transactions	—	—	—	—
Posting/balancing entries to accounts/ledgers	—	—	—	—
Reconciling accounts	—	—	—	—
Preparing purchase orders	—	—	—	—
Preparing journal vouchers	—	—	—	—
Monitoring a budget and anticipating cost overruns	—	—	—	—

RECORDS PROCESSING

Novice = Training with little or no actual experience

Proficient = Training + utilized in a work environment

	None	Novice	Average	Proficient
Travel	—	—	—	—
Budgets	—	—	—	—
Grants/Contracts	—	—	—	—
Payroll	—	—	—	—
Personnel	—	—	—	—
Statistical	—	—	—	—

WRITTEN COMMUNICATIONS

Novice = Training with little or no actual experience
 Proficient = Training + utilized in a work environment

	None	Novice	Average	Proficient
Composing general correspondence (letters, Meeting minutes and procedures	—	—	—	—
Editing documents for format, consistency & meaning	—	—	—	—
Proofreading documents for spelling, grammar and punctuation	—	—	—	—

PUBLIC CONTACT

Proficient = Utilized in a work environment

	None	Novice	Average	Proficient
Providing and/or receiving information in person and by telephone	—	—	—	—
Providing and/or receiving information from the public who may be upset or frustrated	—	—	—	—
Explaining information regarding specific programs, services, policies and procedures	—	—	—	—
Providing in-depth technical information regarding policies, procedures and programs	—	—	—	—
Providing information regarding compliance with laws	—	—	—	—

SCHEDULING

Proficient = Utilized in a work environment

	None	Novice	Average	Proficient
Experience arranging meetings, scheduling participants scheduling facilities and making arrangements for refreshments	—	—	—	—
Experience scheduling business trips, including making airline and hotel reservations, arranging for rental or motorpool cars and handling reimbursement expenses	—	—	—	—

SUPERVISION/LEADWORK EXPERIENCE

Proficient = Utilized in a work environment

	None	Novice	Average	Proficient
Assigning and reassigning tasks to accomplish prescribed work efficiently.	—	—	—	—
Orienting new employees	—	—	—	—
Give direction to workers concerning work procedures	—	—	—	—
Transmit established standards of performance to workers.	—	—	—	—
Review work of employees for conformance of standards	—	—	—	—
Provide informal assessment of workers' performance to the supervisor.	—	—	—	—
Interviewing/Hiring	—	—	—	—

NOTICE: ALL APPLICANTS MUST SIGN AND DATE BELOW.

Any oral or written statement that is false, fraudulent or misleading contained in this application and attached materials or made in the course of any related employment process, whether made by me or by others at my request, will result in rejection of my application, denial of employment, dismissal from state service if discovered after employment and in many circumstances, prosecution.

I certify and affirm that I have read and understand the above notice. I further certify that I personally completed this application and attached materials or requested its completion and that all statements contained herein are true and complete to the best of my knowledge.

Signature

Date