CONSERVATION TECHNICAL ASSISTANCE INITIATIVE
Program Assistant
Supplemental Questions

Please respond to the following questions. Any experience claimed in response to the questions MUST be supported by information in your resume. This information must be SPECIFIC, (i.e., duties, responsibilities, and accomplishments). Failure to provide supporting documentation may result in an ineligible rating.

1) **From the descriptions below, choose the response that best describes your highest level of experience assisting in interpreting program/contract data to ensure compliance with established procedures and deadlines.**

☐   A. I have not had education, training or experience in performing this task.
☐   B. I have had education or training in performing the task but have not yet performed it on the job.
☐   C. I have performed this task on the job. My work on this task was monitored closely by a supervisor or senior employee to ensure compliance with proper procedures.
☐   D. I have performed this task as a regular part of a job. I have performed it independently and normally without review by a supervisor or senior employee.
☐   E. I am considered an expert in performing this task. I have supervised performance of this task or am normally the person who is consulted by other workers to assist them in doing this task because of my expertise.

2) **From the descriptions below, choose the response that best describes your highest level of experience gathering and organize relevant data, potentially from remote locations, and determine appropriate contract documents to meet program requirements.**

☐   A. I have not had education, training or experience in performing this task.
☐   B . I have had education or training in performing the task but have not yet performed it on the job.
☐   C. I have performed this task on the job. My work on this task was monitored closely by a supervisor or senior employee to ensure compliance with proper procedures.
☐   D. I have performed this task as a regular part of a job. I have performed it independently and normally without review by a supervisor or senior employee.
☐   E. I am considered an expert in performing this task. I have supervised performance of this task or am normally the person who is consulted by other workers to assist them in doing this task because of my expertise.

3.) **From the descriptions below, choose the response that best describes your highest level of experience maintaining and inputting information into databases to manage programs.**

☐   A. I have not had education, training or experience in performing this task.
☐   B . I have had education or training in performing the task but have not yet performed it on the job.
☐   C. I have performed this task on the job. My work on this task was monitored closely by a supervisor or senior employee to ensure compliance with proper procedures.
☐   D. I have performed this task as a regular part of a job. I have performed it independently and normally without review by a supervisor or senior employee.
☐   E. I am considered an expert in performing this task. I have supervised performance of this task or am normally the person who is consulted by other workers to assist them in doing this task because of my expertise.

4.) **From the descriptions below, choose the response that best describes your highest level of experience developing, maintaining, and disposing of files.**

☐   A. I have not had education, training or experience in performing this task.
☐   B . I have had education or training in performing the task but have not yet performed it on the job.
☐   C. I have performed this task on the job. My work on this task was monitored closely by a supervisor or senior employee to ensure compliance with proper procedures.
☐   D. I have performed this task as a regular part of a job. I have performed it independently and normally without review by a supervisor or senior employee.
☐   E. I am considered an expert in performing this task. I have supervised performance of this task or am normally the person who is consulted by other workers to assist them in doing this task because of my expertise.

5.) **From the descriptions below, choose the response that best describes your highest level of experience researching, interpreting and applying Federal regulations, procedures and program handbooks/manuals to complete assignments.**

☐   A. I have not had education, training or experience in performing this task.
☐   B . I have had education or training in performing the task but have not yet performed it on the job.
☐   C. I have performed this task on the job. My work on this task was monitored closely by a supervisor or senior employee to ensure compliance with proper procedures.
☐   D. I have performed this task as a regular part of a job. I have performed it independently and normally without review by a supervisor or senior employee
☐   E. I am considered an expert in performing this task. I have supervised performance of this task or am normally the person who is consulted by other workers to assist them in doing this task because of my expertise.

6.) **From the descriptions below, choose the response that best describes your highest level of experience composing correspondence of a general or routine nature.**

☐   A. I have not had education, training or experience in performing this task.
☐   B. I have had education or training in performing the task but have not yet performed it on the job.
☐   C. I have performed this task on the job. My work on this task was monitored closely by a supervisor or senior employee to ensure compliance with proper procedures.
☐   D. I have performed this task as a regular part of a job. I have performed it independently and normally without review by a supervisor or senior employee
☐   E. I am considered an expert in performing this task. I have supervised performance of this task or am normally the person who is consulted by other workers to assist them in doing this task because of my expertise.

7.) **From the descriptions below, choose the response that best describes your highest level of experience responding to customer requests and questions.**

☐   A. I have researched products and services that could support customers' objectives.
☐   B. I have informed my supervisor of potential problems that could impact customer relationships.
☐   C. I have demonstrated an understanding of customer relationships.
☐   D. I have assisted customers with straightforward questions or issues.
☐   E. None of the above.

8.) **From the descriptions below, choose the response that best describes your highest level of experience taking responsibility for accomplishing work goals and meeting deadlines.**

☐   A. I established my own work goals and monitored progress, responding to difficult obstacles threatening work completion.
☐   B. I have prioritized multiple tasks to ensure the timely delivery of information, products, and services.
☐   C. I have completed work within established deadlines, working with a supervisors or peers to address obstacles.
☐   D. I have worked with a supervisor to establish work goals and independently monitored progress towards completion.
☐   E. None of the above.

9.) **From the descriptions below, choose the response that best describes your highest level of experience prioritizing work or tasks to be completed.**

☐   A. I have balanced and prioritized multiple projects or assignments simultaneously.
☐   B. I have prioritized multiple tasks to ensure the timely delivery of information, products, and services.
☐   C. I have broken down larger tasks into smaller, more manageable subtasks for completion.
☐   D. I have followed priorities set by others for accomplishing tasks as assigned.
☐   E. None of the above.

10.) **Check all the following software categories in which you can independently create and modify products and use the software as a tool in performing the tasks required of this position.**

☐   A. Databases (e.g. Access)
☐   B. E-mail
☐   C. Graphics / Presentation Tools (e.g. Power Point)
☐   D. Project Management tools
☐   E. Query tools and languages
☐   F. Spreadsheets (e.g. Excel, Quattro Pro)
☐   G. Statistical/Quantitative Analysis tools (e.g., SAS, SPSS)
☐   H. Web browsers/search engines
☐   I. Word Processing (e.g. Word)
☐   J. None of the above