

STATE OF OREGON

SC-01

SKILL CODE SHEET Complete and Attach to Your Application For the Following Jobs:

0102 Office Assistant 2	0251 State Library Specialist 1	0801 Office Coordinator
0103 Office Specialist 1	0321 Public Service Representative 1	
0104 Office Specialist 2	0322 Public Service Representative 2	

The Support Services Skill Code Sheet lists a range of office support skills used in the jobs listed above. Read the description of each skill to determine those in which you have experienced and/or training. Circle those skills on the skill code sheet. The skills you mark will provide additional assistance to state agencies in determining whether you meet specific position requirements.

TYPING/KEYBOARDING

Net typing/keyboarding speed:

LTP 0-39 wpm
QTP 40-54 wpm
PTP 55 and above

Note: *If you check higher skills (above), you will also be available for jobs with lower level skill(s).*

PRO Willing to work in a production environment (willing to sit and key 6-8 hrs/day).

COR Experience typing/keyboarding documents: correspondence, reports, manuscripts, meeting minutes, etc.

DATA ENTRY

D/E Completion of training in Data Entry **or** experience in the input, update, correction, and retrieval of alpha/numeric data.

MICROFILMING

MFL Experience using microfilm equipment to film and retrieve documents.

MULTI-LINE PHONE

Work experience using:

MLS 1 - 3 lines
MLT 4 - 9 lines
MLM 10 or more lines

Note: *If you check higher skills (above), you will also be available for jobs with lower level skill(s).*

DICTAPHONE/MACHINE TRANSCRIPTION

TRN Training/education or work experience operating a dictaphone or transcription machine.

TEN-KEY ADDING MACHINE

Work experience using a ten-key - strokes per minute:

TKS Less than 80
TKT 80-120
TST More Than 120

Note: *If you check higher skills (above), you will also be available for jobs with lower level skill(s).*

WRITTEN COMMUNICATION

Work experience in the following areas:

- COM Composing general correspondence, such as letters and memos.
- MEM Composing documents such as procedures, manuals, reports, meeting minutes.
- PRF Proofreading and editing documents for spelling, grammar, punctuation, format.

DISPATCHING

Work experience dispatching:

- DIS Taxis, trucks, maintenance personnel, etc.
- 911 Emergency Services (911, ambulance, police, fire)
- SEC Security/Military
- CAT Referring calls to dispatchers

CASH REGISTER

- C/R Work experience operating a cash register.

TECHNICAL TERMINOLOGY

Knowledge gained by training or work experience in the following technical areas:

- MDT Medical
- PHT Pharmacology
- LGT Legal
- SCD Scientific
- ENG Engineering
- FLT Foreign Language
- TED Equations/Symbols

LEDS

- LED LEDS Work experience or training

RECORDS MAINTENANCE

Training or work experience with the following filing systems:

- ALM Alphabetic
- NUM Numeric
- MDM Medical
- LIM Library
- CRM Cross-Referenced

- RPT Experience establishing a filing system.

ACCOUNTING

Training or work experience in the following:

- POT Posting and balancing entries to accounts and ledgers.
- VOT Preparing vouchers and assigning account codes.
- REC Recording account information in a computerized system.

COMPUTERS/SOFTWARE

Training or work experience in the following:

- W/P Any Word Processing Software Program
- ODB Any Database Software Program
- OSS Any Spreadsheet Software Program
- OTG Any Graphics/Publishing Software Program
- WIT Windows

Training or experience in the following:

- MCT Apple/Macintosh
- DOT WordPerfect
- WOT Microsoft Word
- MPT AmiPro
- WSR WordStar
- WGT Wang

PUBLIC CONTACT

Training or work experience - either by telephone or in person - in the following:

Answering routine inquiries for information about programs or services provided by your employer.	PIP
Explaining rules, regulations, policies and procedures.	PEP
Communicating and/or explaining decisions regarding the approval or denial of benefits or services.	PDP
Explaining or referring to other state, federal, or county programs and/or community resources.	PCP
Obtaining information from a client or customer to determine the nature of a problem or complaint, to determine what services are needed, or to gather information.	OIP
Obtaining information/quotes from vendors regarding purchases.	OFF
Interviewing applicants for employment purposes.	OEP
Receiving complaints and routing to someone else for resolution.	CHP
Resolving complaints expressed by clients or customers.	CCP
Contact with angry, upset, distressed or hostile clients or customers.	CAP

LANGUAGES - *Experience in the following:*

	Speaking	Reading & Writing	Translating
Spanish	SPA	SPR	SPB
Vietnamese	VIE	VIR	VIW
Laotian	LAO	LAR	LAB
Russian	RUS	RUR	RUW
Cambodian	CAM	CAR	CAW
Japanese	JPN	JPR	JPW
Chinese	CHI	CHR	CHW
French	FRE	FRR	FRW
Other	LNG	OLA	TLT

SIGN LANGUAGE

	Training/ Education	Signing Experience	Interpreting
American Sign Lang.	ASL	ASE	AMB
Signed English	SXT	SXE	EXP

Signature

Social Security No.

Date