

STATE OF OREGON

SC-02

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

- 0107 Administrative Specialist 1
0110 Legal Secretary
0112 Support Services Supervisor 1

- 0118 Executive Support Specialist 1
0805 Office Manager 1

This Skill Code Sheet lists a range of office support skills used in the jobs listed above. This sheet will be used to evaluate your skills and will provide additional assistance to state agencies in determining whether you meet specific position requirements. Agencies may administer a test if needed to determine level of proficiency if required for a job.

Circle each number by the 3-letter code on this Skill Code Sheet that describes your training/education or experience in each area. Be as accurate as you can in providing this information. Do not circle skill areas that you are not willing to use on the job. CHOOSE NO MORE THAN 85. ONLY THE FIRST 85 SKILLS WILL BE ENTERED ON YOUR APPLICATION RECORDS.

TYPING/KEYBOARDING

Net typing/keyboarding speed:

- 1. LTP 0-39 wpm
2. QTP 40-54 wpm
3. PTP 55 and above
4. PRO Willing to work in a production environment (willing to sit and key 6-8 hrs/day).

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

Work experience typing/keyboarding:

- 5. COR Correspondence
6. REP Reports
7. MAN Manuscripts
8. MIN Meeting Minutes
9. TCG Tables/Charts/Graphs
10. MED Health-Related Material
11. LEG Legal Material
12. STF Statistical/Financial Data
13. OTH Other

DATA ENTRY

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

MICROFILMING

- 15. MFL Experience using microfilm equipment to film and retrieve documents.

TEN-KEY ADDING MACHINE

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

- 16. TKS Less than 80
17. TKT 80-120
18. TST More Than 120

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

DICTAPHONE/MACHINE TRANSCRIPTION

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

CASH REGISTER

- 20. C/R Work experience operating a cash register.

MULTIPLE LINE PHONE

Work experience using:

- 21. MLS 1 - 3 lines
- 22. MLT 4 - 9 lines
- 23. MLM 10 or more lines

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

DISPATCHING

Work experience in the following:

- 24. CAT Referring calls to dispatchers
Dispatching:
- 25. DIS Taxis, trucks, maintenance personnel, etc.
- 26. 911 Emergency Services (911, ambulance, police, fire)
- 27. SEC Security/Military

TECHNICAL TERMINOLOGY

Training/education or working knowledge in the following technical areas:

	Training/ Education	Working Knowledge
Medical	28. MDT	29. MDK
Pharmacology	30. PHT	31. PHK
Legal	32. LGT	33. LGK
Scientific	34. SCD	35. SCK
Engineering	36. ENG	37. ENK
Foreign Lang.	38. FLT	39. FLK
Equations/ Symbols	40. TED	41. TEK

RECORDS MAINTENANCE

Work experience with the following filing systems:

	Manual	Automated
Alphabetic	42. ALM	43. ALA
Numeric	44. NUM	45. NUA
Medical	46. MDM	47. MEA
Library	48. LIM	49. LIA
Cross-Referenced	50. CRM	51. CRA

Types of Records Maintained:

- 52. IVY Inventory
- 53. MNU Medical
- 54. BIL Billing
- 55. TVL Travel
- 56. BKG Bookkeeping
- 57. ARC Archives
- 58. PAY Payroll
- 59. BGT Budgets
- 60. PRS Personnel
- 61. LEG Legal
- 62. PUR Purchasing
- 63. GRT Grants/
Contracts
- 64. RPT Experience establishing a filing system.

WRITTEN COMMUNICATION

Work experience in the following areas:

- 65. COM Composing general correspondence, such as letters and memos.
- 66. MEM Composing documents such as procedures and manuals.
- 67. CRS Composing documents such as reports and meeting minutes.
- 68. PRF Proofreading documents for spelling, grammar, and punctuation.
- 69. EDT Editing documents for format, consistency, and meaning.

ACCOUNTING

	Training/ Education	Work
Experience		
Posting/balancing entries to accounts/ledgers.	70. POT	71. POE
Preparing vouchers/assigning account codes.	72. VOT	73. VOE
Recording account info. in a computerized system.	74. REC	75. REW

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

COMPUTER AND SOFTWARE SKILLS

Indicate **ONE** skill level in each category below:

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

T - Training/Education

G - Work experience performing **basic** functions

A - Work experience performing **complex** functions (writing macros, batch files, etc.)

Computers/Operating Systems

	T	G	A
Windows	76. WIT	77. WIG	78. WIA
Unix	79. UNT	80. UNG	81. UNA
IBM-PC/DOS	82. IBT	83. IBG	84. IBA
Macintosh	85. MCT	86. MCG	87. MCA
Wang	88. WNT	89. WNJ	90. WNA
Apple	91. APT	92. APG	93. APA
OS2	94. OST	95. OSF	96. OSA
Other Systems	97. OTC	98. WFT	99. WFG

Telecommunications

Training/education or experience working within a Local Area Network. 100. NTW

Word Processing Software

	T	G	A
WordPerfect/DOS	101. DOT	102. DOG	103. DOA
WordPerf./Windows	104. WPT	105. WPG	106. WPA
Word for DOS	107. MWT	108. MWG	109. MWA
Microsoft Word/Mac	110. WOT	111. WOG	112. WOA
Word for Windows	113. SOT	114. SOG	115. SOA
AmiPro	116. MPT	117. MPA	118. MPB
Appleworks	119. AWT	120. AWG	121. AWA
Mac Write	122. WWT	123. WWG	124. WWA
WordStar	125. WSR	126. WSG	127. WSA
Wang	128. WGT	129. WGG	130. WGA
Professional Write	131. PWT	132. PWG	133. PWA
Other Word Processing	134. W/P	135. OPG	136. POL

Graphics/Publishing Software

	T	G	A
Harvard Graphics	137. HAT	138. HAG	139. HAA
Aldus PageMaker	140. PMT	141. PMG	142. PMA
MacDraw/MacPaint	143. MDW	144. MDG	145. MDA
Quark Xpress	146. QXT	147. QXG	148. QXA
FrameMaker	149. FMT	150. FMG	151. FMA
Arts and Letters	152. ALT	153. ALG	154. ALL
MacDraw Pro	155. MDP	156. MDR	157. MDO
Microsoft Publisher	158. MRT	159. MRG	160. MRA
PowerPoint	161. PPT	162. PPG	163. PPA
Corel Draw	164. CDT	165. CDG	166. CDA
Other Graphics	167. OTG	168. MIL	169. FIR

Database Software

	T	G	A
Dbase	170. DBB	171. DBG	172. DBA
Rbase	173. RBT	174. RBG	175. RBA
Microsoft Works	176. MFT	177. MFG	178. MFA
Paradox	179. PXT	180. PXG	181. PXA
FoxPro	182. FXT	183. FXG	184. FXA
Access	185. ACS	186. ACG	187. ACA
Progress	188. PGT	189. PGG	190. PGA
Filemaker Pro	191. FPT	192. FPG	193. FPA
WangPACE	194. PAC	195. PAG	196. PAA
Other Database	197. ODB	198. LDW	199. WFA

Spreadsheet Software

	T	G	A
Lotus 1-2-3	200. LOT	201. LOG	202. LOA
Quattro Pro	203. QTT	204. QTG	205. QTA
Excel	206. EXT	207. EXX	208. EXA
Other Spreadsheet	209. OSS	210. EST	211. SUV

LANGUAGES**Experience in the following:**

	Speaking	Reading & Writing	Translating
Spanish	212. SPA	213. SPR	214. SPB
Vietnamese	215. VIE	216. VIR	217. VIW
Laotian	218. LAO	219. LAR	220. LAB
Russian	221. RUS	222. RUR	223. RUW
Cambodian	224. CAM	225. CAR	226. CAW
Japanese	227. JAP	228. JPR	229. JPW
Chinese	230. CHI	231. CHR	232. CHW
French	233. FRE	234. FRR	235. FRW
Other	236. LNG	237. OLA	238. TLT

SIGN LANGUAGE**Training/education or experience in the following:**

	Training/ Education	Signing Experience	Sign Lang. Interpreting
American Sign Language	239. ASL	240. ASE	241. AMB
Signed English	242. SXT	243. SXE	244. EXP

PUBLIC CONTACT

Training/education or work experience in the following:

Providing Information	Telephone	In Person
Answer routine inquiries for information about programs or services provided by your employer.	245. PIP	246. PIS
Explain rules, regulations, policies and procedures.	247. PEP	248. PES
Communicate and/or explain decisions regarding the approval or denial of benefits or services.	249. PDP	250. PDS
Explain or refer to other state, federal, or county programs and or community resources.	251. PCP	252. PCS
Obtaining Information:		
Obtain information from a client or customer to determine what services are needed or to gather information.	253. OIP	254. OIS
Obtain information from a client or customer to determine the nature of a problem or complaint.	255. OCP	256. OCS
Obtain information/quotes from vendors regarding purchases.	257. OFP	258. OFS
Interview applicants for employment purposes.	259. OEP	260. OES
Complaint Handling:		
Receive complaints and route to someone else for resolution.	261. CHP	262. CHS
Receive complaints and attempt to resolve them directly with the client or customer.	263. CRP	264. CRC
Responsibility for resolving complaints expressed by clients or customers.	265. CCP	266. CCS
Contact with angry, upset, distressed or hostile clients or customers.	267. CAP	268. CAS

NOTICE - YOU 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

Social Security No.

Date