



- \* 6. Which of the following functions are you able to perform in Microsoft Excel or any other spreadsheet program? Check all that apply. **(Please be Advised: TIC may request qualified applicants invited to interview for this position complete a Microsoft Excel proficiency test. Failure to demonstrate proficiency with Excel as identified in this question may result in elimination of your application for consideration.)**
- Search/Find
  - Enter data
  - Use keyboard shortcuts (e.g. Ctrl + C)
  - Switch between worksheets
  - Create formulas
  - Sorting data
  - Create charts and graphs
  - Import data from other sources
  - None of the above
- \* 7. Which best describes your experience using a computer to enter and retrieve data?
- Entered mainly one type of data. The data was not verified after entry for accuracy.
  - Entered data and the work was reviewed by someone else (supervisor or coworker) to ensure that the data entered was true and accurate.
  - Entered data and had full responsibility for ensuring data entered was true and accurate without someone reviewing work.
  - None of the above
- \* 8. What best describes the majority of your experience processing financial transactions?
- Processed financial transactions in a private sector professional setting (medical, legal, bank, corporate, etc.)
  - Processed financial transactions in a retail business setting (department store, grocery store, restaurant, etc.)
  - Processed financial transactions in a public sector setting (federal, state, county, city government, etc.)
  - Non-work-related experience processing financial transactions.
  - No experience processing financial transactions.
9. If you answered that you have experience processing financial transactions, please describe in detail:
1. how you gained your experience;
  2. your specific job duties; and
  3. your level of responsibility.

\* Required Question

Response to question 9: