

Supplemental Qualifications Form For Human Services Enforcement Agent (5009):

Directions: Indicate skill level by marking the appropriate boxes for each item listed. Be sure to include the source of your experience and/or training (i.e. the employer name and number from your application from which you derived your experience/training). Applications will be considered incomplete if all areas are not completed, including the “Employer Name and # From Application” section.

APPLICANT: _____

Work Experience	No Experience	Novice	Competent / Experienced	Expert	Employer Name and # From Application
Experience which includes high volume, long-term assignments. Had responsibility for getting work done.					
Experience enforcing laws or regulations as an officer or administrator.					
Communicated directly with the public to gather and/or provide information.					
Dealt with hostile individuals and negotiated solutions to complex problems.					
Experience maintaining accurate, complete, and well-documented case records.					
Experience adapting to changes in workload and policy.					
Able to communicate effectively in writing and on the phone.					
Performed intermediate mathematical calculations and book-keeping.					
Experience entering and acquiring information from automated records and computer software.					
Experience providing testimony to the Maine District Court or other courts.					
Experience collecting debts and enforcing delinquent obligations					