

**SUPERIOR COURT IN MOHAVE COUNTY  
SUPPLEMENTAL CLERICAL QUESTIONNAIRE**

**Work Experience:** The following items will provide the Court with information about the amount of work experience you have had performing different tasks. For each task, please check THE BEST response corresponding to the amount of your experience. For example, checking a "2" means that you have at least six months of experience performing that task. Responses may be verified against your completed Court application. If you do not have any experience performing the task, leave it blank and go to the next task. Mark only one response per task using the following scale.

<b>1</b>					<b>2</b>					<b>3</b>					<b>4</b>					<b>5</b>				
At least 1 month, but less than 6 months full-time work experience					At least 6 months, but less than 1 year full-time work experience					At least 1 year, but less than 2 years full-time work experience					At least 2 years but less than 4 years full-time work experience					At least 4 years full-time work experience				
1	2	3	4	5	<b>Typing / Word Processing</b>																			
					1. Typing routine materials, such as reports, forms, correspondence, memoranda																			
					2. Transcribing correspondence, reports or memoranda																			
					3. Editing documents for grammar, punctuation, spelling or format																			
					4. Composing, drafting and finalizing correspondence, memoranda or other documents																			
					5. Typing statistical or technical reports																			
					6. Formatting and producing charts, graphs, or tables on a computer using various software																			
<b>Data Entry</b>																								
					7. Sorting, collating, and preparing documents for data entry																			
					8. Entering data into computers																			
					9. Creating new files in systems																			
					10. Proofreading data to verify accuracy																			
					11. Updating and correcting information in the automated system																			
					12. Conducting records searches in data bases																			
<b>Filing / Record Keeping / Document Processing</b>																								
					13. Scheduling and calendaring meetings, appointments, interviews, or conferences																			
					14. Filing and retrieving documents in established filing systems g data into computers																			
					15. Preparing and updating logs, file folders, and other documents																			
					16. Gathering information, preparing and processing documents a to verify accuracy																			
					17. Establishing and maintaining complex filing systems																			
					18. Compiling statistical data and preparing reports																			
<b>Interacting with Others</b>																								
					19. Greeting and directing the public (in person)																			
					20. Answering telephones and relaying messages																			
					21. Answering questions from the public by phone or in person																			
					16. Gathering information, preparing and processing documents a to verify accuracy																			
					22. Resolving minor problems in person, by phone or correspondence																			
					23. Conducting client or customer interviews to gather information																			

					<b>Bookkeeping</b>
					24. Receiving payments from the public and issuing receipts
1	2	3	4	5	25. Verifying invoices and payments
					26. Calculating fees, receiving payments and balancing cash person
					27. Establishing, posting, and maintaining bookkeeping systems / ledgers
					28. Performing other accounting tasks not mentioned above
					<b>Other</b>
					29. Creating brochures, newsletters or similar media receipts
					30. Preparing and maintaining confidential materials
					31. Ordering, stocking and maintaining supply inventory
					32. Maintaining office equipment as "key operator" (e.g. changing toner, fixing paper jams)
					33. Assigning and reviewing work of clerical employees
					34. Training other staff members in clerical procedures

**Work Environment:** Using the following scale, please check how much CLERICAL experience you have had in each environment. If you have not worked in the specific work environment, leave it blank and go on to the next item.

1 Some, but less than one year					2 One - two years experience	3 Two -three years experience	4 Three - four years experience	5 Four + years
1	2	3	4	5				
					35. Court (e.g. federal, state, local, tribal, probation, clerk of the court)			
					36. Legal (e.g. private law office, corporate counsel, public defender, county attorney)			
					37. Government (other than court, law enforcement or public jail)			
					38. Law Enforcement			
					39. Jail / Detention Facility			
					40. Human Resources / Personnel			
					41. Social Services			
					42. Accounting / Banking			
					43. Medical (e.g. laboratory, forensic science)			
					44. Library			
					45. Information Systems / Automation			

**PERFORMANCE SKILLS:** The following items will provide the Court with information about your shorthand, typing, and data entry skills. You may also provide a Certificate of Proficiency. If you do not furnish a current Certificate of Proficiency you may be required to do so at a later date or take a performance test. If you DO NOT POSSESS THE SKILL leave it blank and go to the next item.

46. My current speed writing/shorthand speed is (check one) " Less than 80 wpm " 80 - 120 wpm " Greater than 120 wpm

47. My approximate typing/keyboarding speed, using either a typewriter or word processor, is (check one):  
 " Less than 30 wpm " Between 30 - 39 wpm " Between 40 - 49 wpm " Between 50 - 59 wpm " 60 or more wpm

**48. I am proficient using the following computer applications:**

- |                  |  |                      |                  |
|------------------|--|----------------------|------------------|
| " Windows 95/ 98 | " PowerPoint                                 | " Quattro-Pro        | " Excel          |
| " WordPerfect    | " FACTS (Financial and Case Tracking System) | " Lotus spreadsheet  | " E-mail systems |
| " Microsoft Word | " JOLTS (Juvenile On-Line Tracking System)   | " Desktop Publishing |                  |

All responses must be true and correct. Any misrepresentation or falsification of your answers may result in rejection of your application for this process and/or future employment with the Court. Your signature below certifies that all responses are true and authorizes the Court to investigate and verify this information.

Applicant Signature: \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_

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