

SUPERIOR COURT IN MOHAVE COUNTY CLERICAL QUESTIONNAIRE AND INSTRUCTIONS

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 circle THE BEST response which corresponds to the amount of your experience. For example, indicating a "2" means that you have at least six months of experience performing that task. Responses may be verified against experience indicated on the Employment History portion of your 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.

1	2	3	4	5
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

Typing / Word Processing

- | | | |
|-----------|----|---|
| 1 2 3 4 5 | 1. | Typing routine materials, such as reports, forms, correspondence, memoranda |
| 1 2 3 4 5 | 2. | Transcribing correspondence, reports or memoranda, from notes and/or dictation |
| 1 2 3 4 5 | 3. | Proofreading and/or editing documents for grammar, punctuation, spelling or format |
| 1 2 3 4 5 | 4. | Composing, drafting and finalizing correspondence, memoranda or other documents |
| 1 2 3 4 5 | 5. | Typing statistical or technical reports |
| 1 2 3 4 5 | 6. | Formatting and producing charts, graphs, or tables on a computer using various software |

Data Entry

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|-----------|-----|---|
| 1 2 3 4 5 | 7. | Sorting, collating and preparing documents for data entry |
| 1 2 3 4 5 | 8. | Entering data into computers |
| 1 2 3 4 5 | 9. | Creating new files in systems |
| 1 2 3 4 5 | 10. | Proofreading data to verify it's accuracy |
| 1 2 3 4 5 | 11. | Updating and correcting information in the automated system |
| 1 2 3 4 5 | 12. | Conducting records searches in data bases |

Filing / Record Keeping / Document Processing

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|-----------|-----|---|
| 1 2 3 4 5 | 13. | Scheduling and calendaring meetings, appointments, interviews, or conferences |
| 1 2 3 4 5 | 14. | Filing and retrieving documents in established filing systems |
| 1 2 3 4 5 | 15. | Preparing and updating logs, file folders, and other documents |
| 1 2 3 4 5 | 16. | Gathering information, preparing and processing documents |
| 1 2 3 4 5 | 17. | Establishing and maintaining complex filing systems |
| 1 2 3 4 5 | 18. | Compiling statistical data and preparing reports |

Interacting with Others

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|-----------|-----|--|
| 1 2 3 4 5 | 19. | Greeting and directing the public (in person) |
| 1 2 3 4 5 | 20. | Answering telephones and relaying messages |
| 1 2 3 4 5 | 21. | Answering questions from the public by phone or in person |
| 1 2 3 4 5 | 22. | Resolving minor problems in person, by phone or correspondence |
| 1 2 3 4 5 | 23. | Conducting client or customer interviews to gather information |

Bookkeeping

- | | | |
|-----------|-----|--|
| 1 2 3 4 5 | 24. | Receiving over-the-counter payments from the public and issuing receipts |
| 1 2 3 4 5 | 25. | Verifying invoices and payments |
| 1 2 3 4 5 | 26. | Calculating fees, receiving payments and balancing cash |
| 1 2 3 4 5 | 27. | Establishing, posting, and maintaining bookkeeping systems / ledgers |
| 1 2 3 4 5 | 28. | Performing other accounting tasks not mentioned above |

Other

- 1 2 3 4 5 29. Creating brochures, newsletters or similar media
- 1 2 3 4 5 30. Preparing and maintaining confidential materials
- 1 2 3 4 5 31. Ordering, stocking and maintaining supply inventory
- 1 2 3 4 5 32. Maintaining office equipment as "key operator" (e.g. changing toner, fixing paper jams)
- 1 2 3 4 5 33. Assigning and reviewing work of clerical employees
- 1 2 3 4 5 34. Training other staff members in clerical procedures

Work Environment: Using the following scale, please indicate how much CLERICAL experience you have had in the following environments. If you HAVE NOT WORKED IN THE SPECIFIC environment, leave it blank and go on to the next item.

1	2	3	4	5
Some, but less than 1 year in this environment	At least 1 year, but less than 2 years of work in this environment	At least 2 years, but less than 1 years work in this environment	At least 3 years, but less than 4 years work in this environment	More than 4 years

- 1 2 3 4 5 35. Court (e.g. federal, state, local, tribal, probation, clerk of the court)
- 1 2 3 4 5 36. Legal (e.g. private law office, corporate counsel, public defender, county attorney)
- 1 2 3 4 5 37. Government (other than court, law enforcement or public jail)
- 1 2 3 4 5 38. Law Enforcement
- 1 2 3 4 5 39. Jail / Detention Facility
- 1 2 3 4 5 40. Human Resources / Personnel
- 1 2 3 4 5 41. Social Services
- 1 2 3 4 5 42. Accounting / Banking
- 1 2 3 4 5 43. Medical (e.g. laboratory, forensic science)
- 1 2 3 4 5 44. Library
- 1 2 3 4 5 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 prior to an interview. If you DO NOT POSSESS THE SKILL leave it blank and go to the next item.

46. **My current speedwriting/shorthand speed is** (check one):
 Less than 80 wpm 80 - 120 wpm Greater than 120 wpm

47. **My approximate typing/keyboard 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:**

<input type="checkbox"/> Windows	<input type="checkbox"/> PowerPoint	<input type="checkbox"/> MUNIS
<input type="checkbox"/> Outlook	<input type="checkbox"/> AZTEC	<input type="checkbox"/> Peachtree
<input type="checkbox"/> Microsoft Word	<input type="checkbox"/> JOLTS	<input type="checkbox"/> Microsoft Access
<input type="checkbox"/> Excel	<input type="checkbox"/> AJACS	<input type="checkbox"/> 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: _____