

SUPPLEMENTAL QUESTIONNAIRE COURT CLERK (3-2014)

Please prepare answers to the following five (5) questions on separate paper.

Clarity and completeness of answers are factors considered in the evaluation process.

Responses to the supplemental questions must be submitted with your Superior Court employment application.

1. The Butte Superior Court has court facilities in two locations (Oroville and Chico) within Butte County. A Court Clerk may be assigned to either of these facilities and the location of the employment may change from time to time. Are you able to work at any of the court facilities within Butte County?
2. As a Court Clerk, overtime may be periodically required when court proceedings continue past 5:00. Will the requirement of mandatory overtime on occasion present any problems or concerns for you?
3. A clerk works in a fast-paced work environment with frequent interruptions and changing tasks each day. Please rate your ability to work in this challenging environment?

Excellent
 Very Good
 Good
 Fair
 Needs Improvement

4. (a) Please complete the chart below – identifying the number of years of clerical experience you have in each type of experience listed?

Type of experience	Number of Years Worked
Court Clerical Work	
Legal Clerical Work	
Other Clerical Work	

- (b) Please provide a brief description of the experience you identified in part (a) above. Include information on the level of detail required in performing your tasks.

5. The court conducts prior work reference checks before making a conditional offer of employment. When we contact your current or most recent employer how do you believe they will rate your performance in each of the following areas? Please circle only one number for each A-H factor referring to the scale below:

1 = Unsatisfactory; 2 = Needs Improvement; 3 = Meets Expectations; 4 = Exceeds Expectations; 5 = Exceptional

A. Dependability

1	2	3	4	5
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B. Organizational skills

1	2	3	4	5
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C. Analytical ability

1	2	3	4	5
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D. Shows Initiative

1	2	3	4	5
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E. Customer Service skills

1	2	3	4	5
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F. Learns quickly and retains information

1	2	3	4	5
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G. Ability to multi-task and keep up with the demands of a heavy workload

1	2	3	4	5
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H. Attendance

1	2	3	4	5
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