

## Court Operations Clerk Interview Questions

1. Provide an example of a time when you were able to demonstrate excellent listening skills. What was the situation and outcome?

2. Share an experience in which you successfully prepared dockets and calendars of cases to be called.

3. What is the key to success when communicating with the public.

4. Share an experience you had in dealing with a difficult person and how you handled the situation.

5. Share an experience in which you successfully shared a difficult piece of information. (Make sure that the candidate has open lines of communication.)

6. Tell me how you organize, plan, and prioritize your work.

7. Share an experience when you applied new technology or information in your job. How did it help your company?

8. In your experience, what is the key to ensuring your company was compliant with all laws, regulations and standards that were applicable to your area of responsibility?

9. Share an effective approach to working with a large amount of information/data. How has your approach affected your company?

10. Share an example of a time you had to gather information from multiple sources. How did you determine which information was relevant?

11. Provide an example when your ethics were tested.

12. Describe your experience securing courtrooms and/or exhibits.

13. Tell me about an experience in which you analyzed information and evaluated results to choose the best solution to a problem.

14. Please share an experience in which you presented to a group. What was the situation and how did it go?

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15. Provide an experience in which you effectively answered a difficult inquiry from the general public.

16. How would you rate your writing skills? (Ask for an example that demonstrates great writing skills.)

17. Share an experience in which your attention to detail and thoroughness had an impact on your last company.

18. Share an experience in which you effectively amended or endorsed an indictment.

19. Share an experience in which you successfully prepared and issued orders of the court.

20. What is the state of your records of court proceedings, etc.? Name one thing you would like to improve.

21. Share an example of when you went above and beyond the "call of duty". (Look for answers that show the candidate is dependable.)

22. Provide your experience swearing in jury members, interpreters, witnesses, and/or defendants.

23. Share an effective method you have used to ensure that legal documents submitted to courts adhere to laws and court procedures.

24. Provide your experience preparing and marking exhibits and evidence.

25. Share an experience in which you directed support staff. What methods made you successful?

26. Provide an experience in which you effectively instructed a party on the timing of a court appearance.

27. Describe your experience recording court proceedings and/or minutes of court proceedings.

28. Name a time when your patience was tested. How did you keep your emotions in check?

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29. How do you balance cooperation with others and independent thinking? Share an example. (Try to determine if the candidate has a cooperative attitude or is otherwise good-natured.)

30. Share an experience in which you effectively explained the procedures or forms in a case. What made your explanation effective?