

## Chancery Clerk Interview Questions

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

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

3. Describe methods you have found effective to research laws, court decisions, documents, opinions, briefs, or other information related to cases before the court.

4. Name a time when you prepared briefs, legal memoranda, or statements of issues involved in cases, including appropriate suggestions or recommendations.

5. What is the most challenging part of conferring with judges concerning legal questions, construction of documents, or granting of orders?

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

7. Would you consider analyzing data or information a strength? How so?

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

10. Name a time when you identified strengths and weaknesses of alternative solutions to problems. What was the impact?

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

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

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

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14. Provide an example when your ethics were tested.

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

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

17. Provide a time when you dealt calmly and effectively with a high-stress situation.

18. Share a time when you willingly took on additional responsibilities or challenges. How did you successfully meet all of the demands of these responsibilities? (Make sure the candidate is a self-starter and can demonstrate some initiative.)

19. Tell me about a time when you developed your own way of doing things or were self-motivated to finish an important task.

20. Provide an example of when you were persistent in the face of obstacles.

21. Share an experience in which your understanding of a current or upcoming problem helped your company to respond to the problem.

22. Tell me about the last time you supervised law students, volunteers, or other personnel assigned to the court. Was it challenging?

23. Describe an experience when you responded to questions from judicial officers or court staff on general legal issues.

24. Share an effective approach to perform courtroom duties, including calling calendars, administering oaths, and swearing in jury panels and witnesses.

25. 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.)

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

27. Provide a time when you worked in a rapidly evolving workplace. How did you deal with the change? (Make sure the candidate is flexible.)

28. How do you stay up to date on maintaining judges' law libraries by assembling or updating appropriate documents?

29. Walk me through how you verify that all files, complaints, or other papers are available and in the proper order.

30. Describe methods you have found effective to review dockets of pending litigation to ensure adequate progress.