



**Superior Court of California- County of Humboldt**  
**SUPPLEMENTAL QUESTIONS**  
**Courtroom Clerk**

**Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Please answer each question completely. Your responses will be used to evaluate your writing skills as well as your experience and qualifications when determining the best-qualified candidates to proceed to the examination and interview.

**Please limit your answers to one (1) page per question (double spaced if typed). *Be sure to include your name, date and the number of the question on the top of each page.***

1. Tell us why you are interested in being a Courtroom Clerk.
2. This position requires a strong knowledge of legal procedures. Please describe the extent of your knowledge concerning legal and/or court procedures. How did you obtain your knowledge?
3. The Courtroom Clerk interacts with judges, attorneys, principles in the cases, witnesses, law enforcement and the public. That person must have the ability to stay focused on the proceedings in the courtroom to maintain accurate records; follow through effectively on all actions; and at the same time, be professional and courteous to all the parties listed above.

Please describe for us, using your background and experience, how you have demonstrated your ability to work effectively in a busy and distracting environment.

4. Courtroom Clerks must be able to type at a sufficient rate to accurately and efficiently record what is happening in the courtroom. Please indicate:

Typing speed: \_\_\_\_\_ words per minute.

**Please attach a recent typing certificate.**