

CLERK OF STATE COURT OF COBB COUNTY

Angie T. Davis
Clerk

Robin C. Bishop
Chief Deputy Clerk

Our mission is to deliver the highest standards of customer service to all by:

*Working together in a consistently positive manner
as a team in support of each other, in reaching
common and personal goals
and
Openly and compassionately communicating with
each other; respecting and accepting each other's diversity;
and positively promoting personal and business changes*

APPLICANT QUESTIONNAIRE

APPLICANT'S NAME _____ Date _____

INSTRUCTIONS: Read the attached description of the functions of the Clerk, State Court of Cobb County and the type of work performed in the department, then answer the following questions.

1. Describe any previous work experience and/or qualifications you have which would help you be successful at a deputy clerk's job in State Court. _____

2. Have you ever worked at a job requiring "attention to detail" (work involving the accurate recording and/or checking of numbers and information)?
(check one) Yes ___ No ___

If yes, describe _____

3. Despite the fact that you were working as hard as you could and found that your work was piling up and you were getting behind in your assigned job duties, what would you do?

4. What would be the “ideal job” to you? (Describe the type work activities that you would enjoy the most.)

5. Describe your knowledge of and/or background in court related functions, including, but not limited to, your understanding of the ethical and legal nature of the job:

6. Describe what “Good Customer Service” means to you:

7. Describe what “hard work” and “good attendance” mean to you:

8. Give an example of a situation you have had in a job/school related setting, which would address the following:

(a) Dependability: _____

(b) Attendance: _____

(c) Punctuality: _____

9. List your knowledge of and experience with computers:

10. Have you ever worked at a job where you have had experience in cash handling?

(check one) Yes ___ No ___

If yes, explain:

11. Describe your experience in handling multiple phone lines, or any work you have done involving use of the telephone:

12. Rank the following duties in order (1-4), beginning with your most preferred and going down:

- () Paperwork
- () Phones
- () Customer Service (face to face)
- () Data Entry

Please explain your preferences:

13. Have you ever been employed by an elected official?

(check one) Yes ___ No ___

If yes, explain:

14. Do you understand that an “at will” employee may be terminated without cause?

(check one) Yes ___ No ___

15. Do you understand that before being selected for a position in the State Court Clerk’s Office you will be required to undergo a background investigation?

(check one) Yes ___ No ___