SAMPLE INTERVIEW QUESTIONS SCHOOL OFFICE CLERK

- Describe the clerical tasks that you performed in your last position.
- A Clerk answers phones and receives messages. Many times a person in this position
 must be able to distinguish between emergencies and non-emergencies and handle each
 appropriately. Tell us about your related experience in past positions.

Suppose your supervisor was in a meeting and asked not to be disturbed. A caller claims that it is an emergency and demands to speak to him/her. What would you do?

- A Clerk must log in information and maintain records. Tell us about your experience that relates to these duties.
- A Clerk enters data into a computer terminal. Describe for us your experience that relates to this duty.

Describe for us your word processing experience.

- Suppose a supervisor has left you instructions to complete a memo for distribution throughout the district. You have difficulty reading his/her handwriting. What would you do?
- 6. How have you handled situations in the past when you were unable to answer questions posed to you by citizens, students and/or customers? What did you do when they got angry?
- 7. Describe for us your experience working with parents who are not fluent in English. How would you handle a situation when you did not speak the parent's primary language?
- 8. Describe for us your experience making mathematical calculations and postings to records.
- 9. Tell us about your experience receiving, storing, and distributing supplies and materials.
- A Clerk may sort the mail and operate a postage meter. Describe your related experience.
- Suppose you have one particular teacher who gives you work to do that you know is not in your job description. You tell her you can't do the work, but she says that the previous Clerk always did it. What would you do?
- 12. Suppose you have a student who wants to spend all class breaks and lunch periods in the office talking to you. The student even stays after school to talk to you. What would you do?
- 13. Suppose the school secretary is out sick, and the Principal is at a district meeting. An angry parent comes in with accusations about one of the teachers. He is very loud and demanding. What would you do?

Sample Questions For Orange County Clerical Exams

Katrin Zwirglmaier

Sample Questions For Orange County Clerical Exams:

Whispering the Secrets of Language: An Psychological Quest through **Sample Questions For Orange County Clerical Exams**

In a digitally-driven world wherever displays reign great and instant interaction drowns out the subtleties of language, the profound techniques and psychological nuances hidden within words often move unheard. However, situated within the pages of **Sample Questions For Orange County Clerical Exams** a interesting literary prize pulsating with organic feelings, lies an exceptional journey waiting to be undertaken. Written by a skilled wordsmith, this charming opus attracts readers on an introspective journey, lightly unraveling the veiled truths and profound impact resonating within the cloth of each word. Within the psychological depths with this emotional evaluation, we will embark upon a honest exploration of the book is key themes, dissect their charming writing model, and succumb to the powerful resonance it evokes strong within the recesses of readers hearts.

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