

SAMPLE INTERVIEW QUESTIONS SCHOOL OFFICE CLERK

1. Describe the clerical tasks that you performed in your last position.
2. 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?
3. A Clerk must log in information and maintain records. Tell us about your experience that relates to these duties.
4. 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.
5. 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.
10. A Clerk may sort the mail and operate a postage meter. Describe your related experience.
11. 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?

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