



[Home](#)
[About Springfield](#)
[City Hall](#)
[Public Meetings](#)
[City Services](#)
[Jobs](#)
[News and Events](#)
[Online Forms and Documents](#)
[Regional Links](#)
[Kids Links](#)
[Contact Us](#)

Court Clerk, 2018-24 Prequalifying Questions

Please complete the following prequalifying questionnaire providing the information requested about your experience and background to include listing employer(s), dates of employment, duration of employment, job title(s), and related job duties.

This questionnaire will be scored. **The information you provide in the answers below will be used to determine if you will proceed to the next phase of the selection process.** Information related to education and experience must be verifiable on your application to be given credit.

* 1. The Court Clerk position requires security certification (CJIS) and law enforcement certification (LEDS). Pursuant to these requirements an individual **CANNOT** have any **FELONY** convictions. Do you have any FELONY convictions?

I do **NOT** have any felony convictions
 Yes I do **HAVE** a felony conviction and this **DISQUALIFIES** me for this position.

* 2. **Non-Felony** convictions are at the discretion of the City of Springfield pursuant to CJIS and LEDS requirements. A non-felony criminal conviction will be determined on a case-by-case basis for job appropriateness. Please explain any convictions you have. If this doesn't apply, indicate "N/A".

* 3. Any equivalent combination of knowledge, skills, education, and experience may be considered qualifying. Do you have a minimum of an Associate's Degree, or two-year certificate?

Yes
 No

* 4. What is the highest degree you have completed (Associates, Bachelors, etc.) and what field is your degree in? If this doesn't apply, please indicate "N/A".

* 5. Briefly describe your education, knowledge, and experience that you feel makes you qualified for this position.

* 6. Preference may be given to those candidates with Spanish language skills. Please check all that apply:

- Proficiency in speaking Spanish
- Proficiency in reading Spanish
- Proficiency in writing Spanish
- NONE of these apply to me

Please select how many years (full-time equivalency) you have in the following areas:

* 7. High volume customer service contact:

- None less than 1 year 1-2 years 2-3 years 3 or more years

* 8. Cashiering:

- None less than 1 year 1-2 years 2-3 years 3 or more years

* 9. High volume data entry:

- None less than 1 year 1-2 years 2-3 years 3 or more years

* 10. Multi-tasking clerical functions (such as preparing court documents, filing, scanning, etc.):

- None less than 1 year 1-2 years 2-3 years 3 or more years

* 11. In order to be eligible to receive Veteran Preference Points, a completed form and supporting documentation must be submitted to Human Resources before the closing date and time of this posting. You must submit completed forms to HR via mail, email, fax or in person. Refer to the Job Posting for more information and required form.

- I understand a form and supporting documentation must be submitted by the closing date to be eligible to receive points N/A

Please review your information for accuracy and completeness. You will not be allowed to return to this page after selecting submit.

If you have questions regarding the site, please [contact the webmaster](#).
[Terms of Use](#) | [Built using Project A's Site-in-a-Box ©1998-2018](#)
Version 5.12.7