

Court Clerk Information Guide

What to Expect on the Test

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**Jefferson County Commission
Human Resources Department
Employee Selection Division**



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I. INTRODUCTION

The purpose of this information guide is to help explain what to expect on the upcoming examination for the Jefferson County Court Clerk position. It will also give you information on how to prepare for the test. This booklet contains information about the testing process, including:

- Introduction
- Examination Description
- Content Measured by the Examination
- Preparing for the Examination
- Additional Information for Taking the Examination
- Contact Information

You were determined to be minimally qualified for this job by the Personnel Board of Jefferson County, and your name was placed on a list and shared with us here in the Human Resources Department of the Jefferson County Commission. This step in the process was considered the primary selection process.

Now you will be participating in the secondary selection process which is an examination that evaluates you on different traits related to the job. You must take this examination to be considered for this position. Please remember that the material in this booklet is designed to help prepare you for the test. You will not need the material in this booklet at the time you actually take the test. Therefore, you will not be allowed to carry this booklet into the examination.

II. TEST DESCRIPTION

The upcoming test for Court Clerk consists of a computer-based examination. During this examination you will be seated at a computer and asked to answer multiple questions and scenarios provided on a computer. The scenarios and questions will be written. You will read and respond to each scenario and question using the mouse and keyboard associated with your computer. You will have a specified number of minutes to respond to each question.

When it is time for your examination to start, you will be escorted to a computer lab. You will be testing in the same room with the other candidates. You will be instructed on when to start the computer session.

The computer will present the scenarios and questions in written text. To complete the test, you must respond to each scenario and question using your assigned computer. These responses will be recorded on the computer.

Your responses will be recorded. It is important that any computer equipment remain in place; therefore, do not touch any of the equipment until instructed to do so. You could be disqualified from the examination process for tampering with any of the equipment. If there is a problem with the equipment, please raise your hand and keep it raised until a test monitor addresses you.

III. CONTENT MEASURED BY THE TEST

An analysis of the Court Clerk job was conducted prior to developing the examination. Employees who work in this position, and their supervisors, participated in this process. When the job analysis study was completed, the results showed that a new employee in the Court Clerk position may perform several of the duties listed below, including:

- Receiving, sorting, distributing, notarizing, and/or posting documents.
- Handling payments, billing, and/or cash by calculating, collecting, posting, balancing and/or reviewing financial information.

- Serving as a liaison to the court, other departments, governmental agencies, and/or other relevant individuals/entities to promote collaboration, integration of systems, and work flow improvements (e.g., work-related problems, customer complaints, legal issues, etc.).
- Managing data and information systems including sensitive materials to be communicated to select parties.

As discussed, the upcoming test for Court Clerk is an examination involving reading and responding to questions using a computer. If you require special testing accommodation to participate in this test, you should notify Jefferson County Human Resources immediately using the contact information at the end of this guide.

In the remainder of this "What to Expect" Booklet, you will read about ways to prepare to take the test, what to bring to the test, and whom to contact if you have a question.

IV. PREPARING FOR THE TEST

A. General information on "What to do before the test":

Here are some suggestions for what to do before the test. This includes getting to the testing place on time and with the proper things that you will need to take the test.

- 1) Be well rested. Get a good night's sleep for several nights in a row before the test.
- 2) Allow plenty of time to get to the test. If you are rushed and late, you will be upset when you get there. Plan to arrive at least 15-20 minutes earlier than the scheduled time for check-in. Due to the nature of the test and the number of candidates that must be processed, NO exceptions will be made to accommodate individuals arriving more than 15 minutes after their scheduled check-in time.
- 3) Come in to the test dressed comfortably. You will be there for up to two hours.
- 4) Do NOT bring any electronic communication devices (e.g., cell phones, laptops, tablets, smart watches, etc.) with you to the test. If you bring a cell phone or any other electronic communication device, you will be asked to return it to your car. Jefferson County will not confiscate them or "hold" them for you during the test. You must comply with this rule in order to be admitted and you will still be subject to the check-in deadline. Using any communication device after you have checked into the test site will be considered a violation of test security and you will be disqualified. ALL electronic communication devices are prohibited from the testing facility (e.g., cell phones, tablets, smart watches, cameras, etc.).
 - a) If any device is seen, heard, or used during the test process it will be considered a violation of test security and you will be disqualified and dismissed from the test process.
 - b) You are allowed to bring reading materials, such as magazines or books not related to the position or test.
- 5) Do not bring any of your study or reference materials to the test. This includes any notes, manuals, source documents, reference materials, or study materials that you have used or created to prepare for the test.
- 6) Do not bring this booklet to the test location. You will not be permitted to bring it in. All the materials you need for the test will be given to you at the test.
- 7) You should read this booklet to get comfortable with the test process.
- 8) You should read this booklet to understand which job duties are important for the Court Clerk job.
- 9) You should bring the confirmation email that you have received from Jefferson County to the testing location. The confirmation email lists the name of the test (i.e., Medical Clerk), the place you should go to in order to take the test, and the time, day, and date of the test.

10) You must bring valid PHOTO IDENTIFICATION (i.e., Valid Driver’s License, Valid Non driver ID, Valid Photo Voter ID Card, Valid State Issued ID [Alabama or any other state], Valid Federal issued ID, Valid US passport, Valid Employee ID from Federal Government, State, County, Municipality, Board or other entity of the state, Valid student or employee ID issued by a state or private institution of higher learning [including postgraduate technical or professional schools], Valid Military ID, or Valid Tribal ID). You will not be allowed to enter the test location nor take the test without your photo identification.

B. General information on “What to do during the test”:

- 1) Some people are nervous when they take tests. Up to a point, there is nothing wrong with that. Whenever you are going to do something important, it is good to feel a bit nervous. It is nature's way of getting you warmed up and ready, like an actress or actor about to go out on stage for a performance.
- 2) However, it is not good to be so nervous that all you can think about is how nervous you are. You need to keep your mind on the test questions, and not on your feelings. To improve your ability to do that, you will find useful ideas in this booklet on how to prepare for the test and what to expect. **The more prepared you are, the more comfortable and less nervous you will feel during the test.**
- 3) Several things that you can do that will make you feel more comfortable participating in the examination including: following the guidelines presented in this booklet on what to expect on the test and how to prepare for the test; becoming familiar with what the examination process will be like; and, understanding the test instructions.
- 4) You will be given periodic opportunities to use the restroom throughout the time you are at the testing location. You should use these opportunities as necessary. Once the test begins, you will not be able to stop the process to use the restroom.
- 5) You are not to open any test material or instructions or begin working on the test until you are instructed to do so.
- 6) Candidates making any disturbances or caught cheating will be disqualified from the test.
- 7) Test Monitors will not interpret test questions for you. However, they can assist you with any problems, such as mechanical difficulties or equipment breakdowns.

V. ADDITIONAL INFORMATION FOR TAKING THIS TEST

A. What To Bring To the Test

Please remember to bring to the test the confirmation email that you received from Jefferson County.

You must bring a PHOTO IDENTIFICATION to the test location. This might be a valid driver’s license, a military identification card, a passport, etc. You only need to have one form of photo identification. You will **not be allowed** to enter the test location or take the test without your photo identification.

You should plan on bringing your own beverages and food to snack on during the day. You will be onsite for up to two hours. Once on the test site, you will NOT be permitted to leave to get food or drinks. You should also bring something to read such as a book or magazine. The reading material should be for pleasure only. You **may not** bring outside test-related materials into the test. All written materials needed for taking the test will be provided. You do not need to bring writing utensils with you to the test—they will be provided to you.

B. What Not To Bring To the Test

Do **NOT** bring this Booklet to the test location. You will not be permitted to bring it in the testing room.

Do **NOT** bring any of your study materials to the test. This includes notes, manuals, and other study materials.

Do **NOT** bring any electronic communication devices (e.g., cell phones, laptops, tablets, smart watches, cameras, etc.) with you to the test.

VI. TEST CONTACT INFORMATION

General Questions about the Test

If you have questions about the test administration, you may contact the Employee Selection Division at (205) 214-5518 or careers@jccal.org. Jefferson County employees are not allowed to divulge, and do not have access to, specific information about the content of the test.

Reasonable Accommodation

If you would like to request special testing accommodation or have any questions concerning the test site or testing conditions, please contact Ian Peters at 205-238-9051 or petersi@jccal.org