

▶ HELPING YOU ACHIEVE YOUR TESTING GOALS....1

▶ SAMPLE TEST....2

▶ CONTACT INFO & NOTES....4

○ P/HR | ○ September | ○ 2022

Testing Guide

WAYNE COUNTY DEPARTMENT OF
PERSONNEL/HUMAN RESOURCES

REIMAGINE YOUR CAREER!

Helping You Achieve Your Testing Goals

This guide is for the **Court Clerk** exam. The test itself is 62 questions and you will have 90 minutes to complete the test. You may use calculators provided by the computer desktop or actual calculators (we have a few to provide if needed).

- Please keep your phones on silent.
- Restrooms are available at any time in the lobby.

Alert the testing facilitator if you receive an emergency call or need to leave the room. Be aware of the time remaining on your exam.

You will receive the results of your test via mail.

- If you pass your name will be forwarded to the departments with the vacancies for any type of interviews/etc.
- If you fail, you can reapply and be scheduled to retake the exam.



If reasonable accommodation is needed to participate in the job application, exam or interview process, to perform essential job functions, and/or to receive other benefits and privileges of employment, please contact the Wayne County Department of Personnel/Human Resources at 313-224-5901 or via email at hrexam@waynecounty.com. Hearing or speech impaired persons using TDD's or similar devices may contact the Michigan Relay Center, toll free at (800) 6493777 or 711 to communicate directly with the Department of Personnel/Human Resources during regular working hours.

TEST PREPARATIONS

Please give yourself a few minutes to review the instructions. If you have any questions, please notify the testing facilitator. Do not use the *Back*, *Forward*, or *Refresh* buttons to navigate within the test. You may end the session whenever you like by clicking the *End Test* button; your progress up to that point will be recorded, but you will not be able to resume the test. Also, you may review the job description for additional content information.



Which of the following must be on a written judgment of sentence in a criminal case?

Select the single best answer:

- ☐ A. The title and name of the case
- ☐ B. The seal of the court
- ☐ C. The nature of the crime for which the defendant was convicted
- ☒ D. All of the above

An entry made on the court record declaring that the party, in whose favor the judgment was rendered, has been paid is known as:

Select the single best answer:

- ☐ A. a levy
- ☐ B. an acknowledgment
- ☐ C. an execution
- ☒ D. a satisfaction

Which of the following is not a pleading?

Select the single best answer:

- ☐ A. Complaint
- ☒ B. Verdict Form
- ☐ C. Answer
- ☐ D. Jury Demand

If the numerical sequences 859.265, 8.59632, 85.2369, and 859652 were arranged for numerical filing, the position of the underlined sequence would be

Select the single best answer:

- ☒ A. First
- ☐ B. Second
- ☐ C. Third
- ☐ D. Fourth

If the names Brian Josten, Francine Johnson, Frank Jones, and Mary Johnston were arranged for alphabetical filing, the position of the underlined name would be

Select the single best answer:

- ☒ A. First
- ☐ B. Second
- ☐ C. Third
- ☐ D. Fourth

An expert witness is giving testimony regarding blood alcohol content while you are interpreting for the defendant. The testimony is very complex, and even though you can interpret it at the same level, you sense that the defendant does not understand such technical language. What is the best thing for you to do in this situation?

Select the single best answer:

- ☐ A. advise the judge that the defendant does not understand
- ☒ B. interpret at the same level as the witness
- ☐ C. ask the judge for permission to explain for the witness
- ☐ D. summarize the testimony for the defendant in a language he can understand

If the numerical sequences 5.1268, 51.263, 551.258, and 55.258 were arranged for numerical filing, the position of the underlined sequence would be

Select the single best answer:

- ☐ A. First
- ☐ B. Second
- ☐ C. Third
- ☒ D. Fourth

If the names Barbara Baker, Bruce Biggins, Bobby Boden, and Brian Bronsen were arranged for alphabetical filing, the position of the underlined name would be

Select the single best answer:

- ☐ A. First
- ☒ B. Second
- ☐ C. Third
- ☐ D. Fourth



Which of the following is most important for you to do when you are interpreting at the witness stand?

Select the single best answer:

- ☐ A. keep your eyes on the jury
- ☒ B. keep your dictionary and note pad at hand
- ☐ C. keep eye contact with the witness at all times
- ☐ D. keep the judge informed of contradictory testimony

If the numerical sequences 7.215, 72.15, 721.5, and 7.251 were arranged for numerical filing, the position of the underlined sequence would be

Select the single best answer:

- ☐ A. First
- ☒ B. Second
- ☐ C. Third
- ☐ D. Fourth

Which one of the following terms means "for the purpose of the suit?"

Select the single best answer:

- ☐ A. Non obstante
- ☐ B. Lis pendens
- ☐ C. Obiter dictum
- ☒ D. Ad litem

When e-filing a new case where the client cannot afford to pay the filing fee and is asking for a fee waiver, which of the following actions do you take?

Select the single best answer:

- ☐ A. Pay the filing fee on a credit card, and it will be refunded later.
- ☐ B. Select "check payment" from the e-filing payment screen.
- ☐ C. Call the Court before you file it, and they will make sure your credit card payment is not processed.
- ☒ D. Set up and use a fee waiver account in the payments section of your e-filing service.
- ☐ E. Call the clerk before you file it to get a dummy credit card number to use.

Your attorney asks you to file a motion to continue a hearing set for next month in another county where he or she does not usually practice and in which you have never filed a Motion to Continue. Which of the following statements describes the best course of action?

Select the single best answer:

- ☐ A. Call the Court and ask for some new dates for a hearing.
- ☐ B. Mark the calendar to file a Motion to Continue 10 days before the hearing.
- ☒ C. Call the opposing counsel and ask if they would object to a Motion to Continue.
- ☐ D. Ask your attorney about the county's local rules regarding continuances.
- ☐ E. Use your standard forms and file the motion right away.



Notes

