

COURT REVENUE ASSISTANT (JG-14)

Subject of Examination

This is a multiple-choice examination designed to assess the following:

I. CODING AND DECODING INFORMATION:

These questions assess applicants' ability to use written sets of directions to code and decode information for court record keeping. Applicants will be presented with information in a table format that includes names and numbers and will be asked to use a set of coding rules to encode and decode information accurately. Applicants may be required to continue and reorganize the information to answer questions.

II. APPLYING FACTS AND INFORMATION TO GIVEN SITUATIONS:

These questions assess applicants' ability to use the information provided and apply it to a specific situation defined by a given set of facts. Applicants are presented with a regulation, policy or procedure similar to what a Court Revenue Assistant may encounter on the job. Applicants must use this information to answer questions about specific situations. All of the information required to answer the questions is contained in the passages and in the description of the situation.

III. NUMBER FACILITY:

These questions assess applicants' ability to perform basic mathematical calculations* involving addition, subtraction, multiplication, division and percentages. Information will be presented in numerical or table format using forms typically found in the court setting.

IV. RECONCILING CASH BALANCES:

These questions assess applicants' ability to work with various types of cash register summary reports. Questions will be based solely on the information contained in these reports.

V. BASIC LEGAL AND REVENUE COLLECTION TERMINOLOGY:

These questions assess applicants' knowledge of legal and revenue collection terminology and general court procedures that Court Revenue Assistants encounter in their daily work.

VI. QUALITY SERVICE ORIENTATION:

These questions assess applicants' ability to respond to situations that Court Revenue Assistants encounter when interacting with the public, court staff and other court users..

Court Revenue Assistant exam applicants are given three (3 ½) hours to complete the exam.

*** NOTE: A simple calculator will be available on the computer for candidates to use, should it be needed.**