

# Administrative Office of the Courts

## TRAINING EXERCISES

Following are some fictional candidates for employment. Please read the candidate information and discuss proper pay placement.

EXAMPLE – Court Clerk 2 minimum qualifications, require a HS diploma or GED and two (2) years of experience in court case processing, a legal secretarial or related field.

### Court Clerk 2

Candidate – Ms. Ima Clerk

Education: HS diploma.

Experience: Six (6) months as a Judicial Clerk in Tuscon, Arizona, and three (3) years legal secretarial work in the law offices of My Friend's Firm.

Candidate – Ms. Adora Pay-Check

Education: GED

Experience: One (1) year working in a family grocery store as a cashier; and six (6) months at PNM call center; and 14 months as a Qwest receptionist.

Candidate – Mr. Find Job

Education: Associates Degree in Finance; and five (5) years as a court clerk at Bernalillo Metro Court; and two (2) years as an accounting manager at the PetSmart.

Candidate – Ms. Best Candidate

Education: HS Diploma and ten (10) years as a legal assistant at the Best Law Firm.

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