

**Superior Court of California,
County of Humboldt**

Name: _____

Date: _____

Supplemental questions for the position of: Court Operations Manager

Be sure to answer the questions completely. Your responses will be used to evaluate your writing skills as well as your experience and qualifications when determining the best-qualified candidates to proceed to the examination and interview.

Please limit your answers to one (1) page per question. *(Be sure to include your name, date and the number of the question on the top of each page).*

1. Describe in detail your experience and accomplishments in analyzing operational processes and making recommendations for the implementation of policies and procedures?

2. How might the Court Operations Manager work with staff to increase effectiveness and promote a cohesive work environment to meet quality and quantity standards?