



## SUPERIOR COURT OF CALIFORNIA COUNTY OF EL DORADO

Invites Applications for the Position of

### **Court Clerk Trainee/Court Clerk Full-Time – Non-Exempt**

(Represented)

Locations: Cameron Park, Placerville & South Lake Tahoe

#### **Salary:**

- **Court Clerk Trainee: \$19.00 - \$19.95 per hour**
- **Court Clerk: \$20.95 - \$25.46 per hour**

**Final Filing Date: Open Until Filled**

#### **DEFINITION**

Under close and general supervision, performs a full range of clerical duties in support of Court operations, inside and outside the courtroom, including a variety of legal processing, public contact, clerical support, records management and courtroom clerk duties.

#### **DISTINGUISHING CHARACTERISTICS**

##### **Court Clerk Trainee**

At the entry level, a Court Clerk Trainee is expected to perform tasks of moderate difficulty under supervision. As proficiency increases, more independent job duties are assigned. Positions in this class may perform some courtroom clerk duties; however, the focus of their duties is legal processing, records management, clerical support and public contact (e.g., customer service). As experience is acquired, the incumbent performs duties with increasing independence. Generally, a Court Clerk Trainee advances to Court Clerk after a 12-month probationary period is completed with satisfactory performance. This class receives close supervision from a supervisor/manager and may receive training and assignments from a Court Clerk or Senior Court Clerk. This class is distinguished from the higher class of Court Clerk in that the latter is the journey-level classification within the series.

##### **Court Clerk**

This is the journey level in the Court Clerk series. Positions in this class are flexibly staffed and are typically filled by advancement from the Court Clerk Trainee classification, or, when filled from the outside, require prior clerical experience in a court or legal office setting. Prior to appointment to Court Clerk, an incumbent must be able to perform the full range of duties at the journey level and meet the qualification standards of the higher class. Court Clerk is distinguished from the higher class of Senior Court Clerk in that the latter is the advanced journey level in the series, provides lead work assistance and performs highly complex clerical work with a great degree of independence. The Court Clerk receives general supervision from a supervisor/manager and may receive training and assignments from a Senior Court Clerk. This class is distinguished from the higher class of Senior Court Clerk in that the latter is the advanced journey-level classification within the series.

## **ESSENTIAL FUNCTIONS AND DUTIES**

The Court reserves the right to assign or reassign duties as required to achieve business and operational objectives. When assigned, all the essential functions and duties listed below must be accomplished effectively, are standard, and may not be inclusive of all functions and duties that may be assigned. Essential functions and duties may include, but are not limited to those listed below.

- Reviews, files, conforms and processes documents; enters data and/or scans documents into the case management system; updates hard-copy case files as needed.
- Interprets and applies a variety of policies, rules, procedures and regulations; understands statutes, court terminology and instructions related to court proceedings; explains and assists the public with legal filing processes, procedures and policies of Court operations; explains applicable laws, rules, policies and procedures to the public, justice partners and other staff in person and over the telephone.
- Performs daily accounting as required in accordance with Court policy and procedures; accepts fines and routine filing fees, computes filing and related fees, makes appropriate journal entries, issues receipts and balances cash drawers.
- Assists the Court in meeting reporting requirements by accurately maintaining case statistics and grant timesheet reporting.
- Performs calendaring functions such as copying, distributing and posting calendars after removal of confidential information; prepares, notates/marks with needed information and updates calendars; locates and pulls all hard-copy cases on calendar; ensures all documents relevant to proceedings are in the case file (electronic/hard-copy); routes hard-copy cases to appropriate bench officer; updates tentative ruling system; records, processes and/or schedules remote appearances as required; processes all requests for setting trials, continuances and/or requests to advance or drop hearings; contacts Court-appointed counsel regarding availability; makes appointment changes in the case management system as needed; schedules hearings, prepares and sends applicable notice to litigants and posts fees as required.
- Performs courtroom functions such as assisting the bench officer in all aspects of Court procedures, status of cases, fines, calendar and special circumstances; marks, admits and keeps track of all exhibits by creating a list; secures all exhibits daily; swears in all witnesses and keeps a record in the minute order; swears in prospective jurors, jurors and alternates and keeps track of hardships, peremptory challenges by counsel and maintains a juror seating chart; maintains paperwork necessary for the jury coordinator to perform duties; attends court sessions, takes notes and prepares minute orders for all Court proceedings to include mandatory wording pursuant to state law for the official court record; calculates and tracks required court reporter and jury fees at the end of each trial day; prepares, reviews and distributes orders, rulings, judgments, jury instructions, verdicts, prison abstracts and correspondence as required; prepare orders, rulings, judgments and correspondence for the bench officer; updates case management system(s) as required.
- Processes all appeals filed with the Court.
- Performs jury functions such as preparing the jury payroll; generating the Jury Failure to Appear Report; preparing and sending Orders to Show Cause; checks in jurors and updates system(s); prints courtroom reports as needed; prepares all other related notices; allocates, prints and mails summons as needed; answers phones; processes juror requests; takes messages off jury line and returns calls; interacts/coordinates activities with the jury management system vendor; updates Elections Department regarding changes in voter status.

- Provides informal or formalized training to other Court staff in procedures, processes or duties in areas of proficiency; assists in procedure development and changes; performs long-term, specialized assignments or projects.
- Establishes and maintains effective working relationships with judicial officers, other staff, members of the public, the parties and others encountered during work.
- Performs a wide variety of technical Court operations duties as necessary to provide back-up coverage for other staff.
- Travels between Court facilities to perform duties as required.
- Performs other related duties as assigned.

## **EMPLOYMENT STANDARDS**

### **Minimum Qualifications**

#### **Court Clerk Trainee**

Either I

Education: High School Diploma or equivalent GED.

AND

Experience: One (1) year of experience performing clerical duties. Knowledge of legal documents and court processes and the ability to apply rules and procedures pertaining to court actions is desirable.

Or II

Education: High School Diploma or equivalent GED.

AND

Experience: One (1) year of work experience which required the use of customer service skills likely to produce the required knowledge and abilities in order to work well under pressure and exercise good judgment, tact and initiative in stressful situations.

Or III

Education: Completion of an Associate of Arts degree or higher level of education from an accredited college or university in a course of study related to the knowledge, skills and abilities for the classification.

#### **Court Clerk**

Either I

Education: High School Diploma or equivalent GED.

AND

Experience: One (1) year experience in the class of Court Clerk Trainee in El Dorado County Superior Court service.

Or II

Education: High School Diploma or equivalent GED.

AND

Experience: Two (2) years' experience performing duties that required a knowledge of legal documents and court processes and the ability to apply rules and procedures pertaining to court actions.

Substitution: 1) Completion of an Associate of Arts degree or higher level of education from an accredited college or university in a course of study related to the knowledge, skills and abilities for the classification; or 2) Completion of a legal assistant or paralegal certificate program from an accredited business school, college or university may be substituted for the required experience up to a maximum of one (1) year.

**Desirable Qualifications**

Experience working in a court setting or the legal field.

**Knowledge and Abilities**

Knowledge of:

- The legal system and Court procedures, practices and terminology.
- Court office processes procedures including filing, conforming and processing legal documents; records management practices and procedures; organizing and maintaining accurate files and records.
- Statutes relating to court legal processes and procedures, including but not limited to the California Rules of Court; Code of Civil Procedure; Penal Code; Welfare and Institutions Code; Vehicle Code; and other applicable statutes, processes and procedures applicable to work assignment.
- Clerical, courtroom, appellate and jury procedures and processes.
- Business arithmetic and basic accounting.
- Training principles and practices.
- Modern office methods and technology including the use of a personal computer and related software and case management systems.
- Principles and practices of sound business communication; correct English usage, including spelling, grammar, punctuation, and vocabulary.

Ability to:

- Keyboard and typing skills to prepare timely, error-free correspondence, reports and other documents and to ensure the workflow is processed timely and accurately.
- Listening skills to enable the individual to ascertain and note important points in Court proceedings and to take notices to the degree that workflow in courtroom trials and hearings is processed timely and accurately.
- Work under the pressure of deadlines, conflicting demands and emergencies.
- Perform a set of tasks in accordance with established policies, procedures, statutes and standards.
- Prepare clear, accurate and effective correspondence, reports, policies, procedures and other written materials.
- Enter and retrieve data from case management systems accurately and efficiently.
- Organize and prioritize work, meet critical deadlines and coordinate multiple tasks.
- Work independently, overseeing and coordinating assigned responsibilities.

- Make decisions under pressure in a fast-paced, high-volume environment.
- Perform detailed, complex and difficult courtroom support work quickly and accurately.
- Exercise initiative and sound independent judgment within established guidelines.
- Use strong interpersonal skills to establish and maintain effective working relationships with all levels of Court staff, elected and appointive bodies and members of the general public.
- Use work-related computer applications such as e-mail, word processing and/or the internet.
- Maintain confidentiality of information where standards require and exercise discretion and independent judgment.
- Maintain accurate records.
- Support operational and administrative goals.
- Understand and follow oral and written directions and instructions.
- Communicate clearly and concisely, both orally and in writing.

#### **Other Requirements**

- Possession of a valid driver's license may be required depending on the position or the ability to provide alternate methods of transportation that meets job requirements.
- Candidates are required to pass a fingerprint clearance by the Federal Bureau of Investigation (FBI) and Department of Justice (DOJ). Convictions, depending on the type, number and date, may be disqualifying.
- All Court employees must take the Oath of Allegiance.

#### **PHYSICAL DEMANDS AND WORK ENVIRONMENT**

The physical demands and work environment characteristics described here are representative of those that must be met by an incumbent to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Physical Requirements:** Strength, dexterity, coordination and vision to use a keyboard and monitor; hearing to communicate with the public and Court staff; ability to sit for extended periods of time; walk or otherwise move within the Court facilities; reach with hands and arms; vision to read and write material; sufficient strength to lift, carry, push or pull materials weighing up to 25 pounds; lifting position may be from floor to waist, and/or from the waist to an overhead position; to stoop, kneel, squat and crouch to pick-up or move objects, office equipment and records; speak clearly on the telephone and before groups.

**Working Environment:** Work is performed in an office environment with little exposure to outside temperatures or dirt and dust. Incumbents are expected to work inside buildings, along or closely with others. The working conditions are typically quiet but may be loud at times at some locations. The noise level and traffic level in the work environment are similar to a busy office.

Normal business hours are 8:00 a.m. to 5:00 p.m., Monday through Friday. Work outside of these hours may be necessary in certain circumstances.

**NOTE:** The statements herein are intended to describe the general nature and level of work being performed by individuals assigned to this job classification and are not to be construed as an exhaustive list of responsibilities, duties and skills required of personnel so classified. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer.

## **BENEFITS**

- **Vacation:** Accruals start at ten (10) days per year for full-time employees (increases with years of service).
- **Holidays:** Ten (10) paid holidays plus four (4) floating holidays for full-time employees.
- **Sick Leave:** Twelve (12) days per year for full-time employees.
- **Health Benefits:** Medical, dental and vision insurance coverage is offered to employees and their eligible dependents, with a significant portion of the health benefit contributions paid by the Court.
- **Retirement:** CalPERS retirement is the benefit offered by the County CalPERS program in effect at the date of hire. The Court does not contribute to Social Security.
- **Life and Accidental Death and Dismemberment (AD&D) Insurance:** The Court provides basic employee life and AD&D insurance. Employees may elect to purchase supplemental life or AD&D insurance subject to the provisions of the respective insurance plan.
- **Long-Term Disability (LTD) Insurance:** The Court provides and pays for LTD insurance subject to the provisions of the respective insurance plan.
- **Flexible Spending Account:** The ability to deduct a portion of your salary before taxes to apply towards qualified medical expenses and/or child care expenses.
- **Employee Assistance Program:** Employees may use this program for up to six (6) visits per year at no cost to the employee. Services are completely confidential.
- **Deferred Compensation:** The Court offers two (2) deferred compensation plans for employees who wish to participate through payroll deduction.
- **Pet Healthcare Program:** Voluntary employee-paid benefit.

## **RECRUITMENT AND APPLICATION PROCESS**

Applicants must submit a completed application packet that includes a Court application, resume and responses to the supplemental questions contained in this job announcement. Applicants may email the application packet to [hr@eldoradocourt.org](mailto:hr@eldoradocourt.org). The application packet may also be delivered between the hours of 8:00 a.m. and 4:00 p.m. from Monday – Friday or mailed to:

**Superior Court of California  
County of El Dorado  
Attn: Human Resources Dept.  
2850 Fairlane Court, Ste 110  
Placerville, CA 95667**

- Application packets must be received by the filing deadline.
- Application packets will not be accepted at any other Court location.
- Faxed application packets are **not** acceptable.
- Resume **may not** be substituted for any portion of the application.
- It is **not** acceptable to complete the application or the supplemental questions with statements such as “see/refer to resume” or “see attached.”
- Incomplete application packets will not be processed.
- All materials submitted become the property of the Court and will not be returned.

If you require a reasonable accommodation for any part of the application and hiring process, please contact Human Resources at (530) 621-7427.

**The Superior Court of California, County of El Dorado is an Equal Opportunity Employer.**

[www.eldorado.courts.ca.gov](http://www.eldorado.courts.ca.gov)

## **Supplemental Questions Court Clerk Trainee/Court Clerk**

To better assess the qualifications of each applicant, completion of the below supplemental questions is required. Please take the time to provide a thoughtful and thorough response. All work experience that is described or included in your response must be included in the "Work Experience" section of your application. Do not refer to a resume or other document.

- 1) Tell us what makes you an outstanding candidate for this position; include specific examples of related experience as well as personal characteristics.
- 2) Please describe your experience providing customer service in a professional setting.



**SUPERIOR COURT OF CALIFORNIA  
COUNTY OF EL DORADO  
HUMAN RESOURCES DEPARTMENT  
APPLICATION FOR EMPLOYMENT**

2850 FAIRLANE COURT, STE 110, PLACERVILLE, CALIFORNIA 95667  
TELEPHONE: 530-621-7427  
[www.eldoradocourt.org](http://www.eldoradocourt.org)

*FOR PERSONNEL USE ONLY*  
 Accepted  
 Rejected  
 Experience  
 Education  
 Late  
 Other  
 DATE: \_\_\_\_\_

**Please TYPE or PRINT in dark ink. An application completed in insufficient detail, without signature, or in pencil will constitute failure of the initial step of the examination process and the application will be rejected.**

**IMPORTANT:** YOU WILL BE NOTIFIED BY MAIL OF YOUR STATUS. THE SUPERIOR COURT OF CALIFORNIA, COUNTY OF EL DORADO IS AN EQUAL OPPORTUNITY EMPLOYER. WOMEN, MINORITIES, AND THE DISABLED ARE ENCOURAGED TO APPLY. IF YOU NEED ACCOMMODATION IN THE EXAMINATION/INTERVIEW PROCESS, PLEASE CONTACT COURT ADMINISTRATION AT LEAST FIVE (5) WORKING DAYS BEFORE A SCHEDULED EXAMINATION/INTERVIEW.

1. **EXACT TITLE OF POSITION FOR WHICH YOU ARE APPLYING:**

2. NAME-FIRST: \_\_\_\_\_ MIDDLE: \_\_\_\_\_ LAST: \_\_\_\_\_

3. MAILING ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

4. HOME PHONE: ( ) \_\_\_\_\_ BUSINESS PHONE: ( ) \_\_\_\_\_ EMAIL ADDRESS: \_\_\_\_\_

Answer by checking the appropriate box: YES NO

5. Can you, after an offer of employment, submit verification of the legal right to work in the U.S.? (U.S. regulations require all employees hired after 11/06/86 to provide proof of legal status to be employed in the U.S.)

6. Do you object to the Court making inquiry of your present employer?

7. Have you ever been discharged from a position or terminated during a probationary period for unsatisfactory service, or have you ever resigned upon request to avoid discharge? If yes, give name and address of employer, date of discharge or forced resignation, and the reason in Item No. 15.

8. Have you ever been employed by the Superior Court of California, County of El Dorado? If Yes, give details in Item No. 15

9. Do you have a valid driver's license to operate a motor vehicle? If YES, complete the following:  
 State: \_\_\_\_\_ Type of License \_\_\_\_\_ Lic. No. \_\_\_\_\_ Expiration Date \_\_\_\_\_

10. Do you have any relations by blood or marriage employed by the Superior Court of California, County of El Dorado? (Court policy prohibits nepotism.) If YES, give name(s) and relation in Item No. 15.

11. Have you ever been convicted of an offense against the law including misdemeanor offenses such as DUI, reckless driving, etc. or forfeited collateral? You may omit: (1) Minor traffic violations and (2) any offense committed before your 18<sup>th</sup> birthday. If YES, give details in Item No. 15.

12. Please check the type of employment you are willing to accept:  FULL-TIME  PART-TIME  TEMPORARY

13. Please check the location of the position you are applying for:  SOUTH LAKE TAHOE  PLACERVILLE  CAMERON PARK

14. In addition to English, I can:  speak  read  write fluently \_\_\_\_\_  
 Applicant may be tested to validate language skills. (enter language)

15. SPACE IS PROVIDED FOR AN EXPLANATION, IF NECESSARY, FOR ITEMS 7, 8, 10, 11 OR TO LIST ANY SPECIAL SKILLS.

**INSUFFICIENTLY COMPLETED APPLICATIONS WILL BE REJECTED**

TURN OVER APPLICATION AND FILL OUT *BEFORE* SIGNING BELOW

16. **CERTIFICATE OF APPLICANT:** Recheck the Application to be sure it is complete and read the following carefully before signing. Applicant must sign personally. I hereby certify that all statements made in this application are true and I agree and understand that any misstatement or omission of material facts herein may cause forfeiture on my part to any employment or payment as an employee in the service of the Superior Court of California, County of El Dorado. I further agree to be fingerprinted, and upon employment, to furnish such proof of age as may be required. I hereby authorize representatives of the Superior Court of California, County of El Dorado to contact (except as noted in #6) organizations, employers, schools and individuals listed for the purpose of establishing or verifying my qualifications, work history and work habits in connection with this application for Superior Court employment. I understand and acknowledge that such information will be used confidentially and for purposes of employment decisions only. I authorize the individuals or organizations contacted to release the above information to the Superior Court of California, County of El Dorado.

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**INSUFFICIENTLY COMPLETED APPLICATIONS WILL BE REJECTED**  
(i.e. "See attached resume" is unacceptable)

**PLEASE READ THE MINIMUM QUALIFICATIONS SECTION OF THE JOB BULLETIN BEFORE FILLING OUT THIS SIDE**

**17. EDUCATION AND EXPERIENCE**

A. Do you possess a High School Diploma or G.E.D.?     Yes     No

B. NAME AND LOCATION OF COLLEGE OR UNIVERSITY	COURSE OF STUDY	SEMESTER UNITS	QUARTER UNITS	DEGREE	DATE COMPLETED

C. BUSINESS, CORRESPONDENCE, TRADE, OR SERVICE SCHOOLS: \_\_\_\_\_ COURSE OF STUDY: \_\_\_\_\_

**18. CERTIFICATES, LICENSES, OR PROFESSIONAL REGISTRATION WHICH APPLY TO THIS POSITION:**

DATE ISSUED \_\_\_\_\_ TYPE OF LICENSE & REGISTRATION NO. \_\_\_\_\_

DATE ISSUED \_\_\_\_\_ TYPE OF LICENSE & REGISTRATION NO. \_\_\_\_\_

**19. IF THIS POSITION REQUIRES COMPUTER, TYPING, AND/OR SHORTHAND SKILLS, PLEASE INDICATE: YES NO**  
 Computer          
 Typing             \_\_\_\_\_ WPM  
 Steno              \_\_\_\_\_ WPM

**20. EXPERIENCE:** Begin with your most recent experience. List ALL experience in the last ten years, including U.S. Military Service. Give details of the experience which you believe helps you meet the requirements of the position for which you are applying. Show actual time (number hours/days, number of hours/weeks) spent in such experience. If "volunteer," state in the space following salary. Resumes are encouraged, BUT WILL NOT BE ACCEPTED IN LIEU OF ANY PORTION OF THE STANDARD SUPERIOR COURT OF CALIFORNIA, COUNTY OF EL DORADO APPLICATION. All materials submitted become the property of the Superior Court of California, County of El Dorado. You may attach additional sheets if necessary.

PERIOD OF EMPLOYMENT FROM: _____ TO: _____ TOTAL: _____YR. _____MO. <input type="checkbox"/> FULL TIME <input type="checkbox"/> PART TIME If part time, give exact or average hours per week: _____	JOB TITLE AND MOST RELEVANT DUTIES PERFORMED TITLE: _____ NO. SUPERVISED _____ DUTIES: _____	NAME AND ADDRESS OF EMPLOYER (S) EMPLOYER: _____ ADDRESS: _____ _____ IMMEDIATE SUPERVISOR: _____ PHONE NO. : _____ REASON FOR LEAVING: _____
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PERIOD OF EMPLOYMENT FROM: _____ TO: _____ TOTAL: _____YR. _____MO. <input type="checkbox"/> FULL TIME <input type="checkbox"/> PART TIME If part time, give exact or average hours per week: _____	JOB TITLE AND MOST RELEVANT DUTIES PERFORMED TITLE: _____ NO. SUPERVISED _____ DUTIES: _____	NAME AND ADDRESS OF EMPLOYER (S) EMPLOYER: _____ ADDRESS: _____ _____ IMMEDIATE SUPERVISOR: _____ PHONE NO. : _____ REASON FOR LEAVING: _____
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PERIOD OF EMPLOYMENT FROM: _____ TO: _____ TOTAL: _____YR. _____MO. <input type="checkbox"/> FULL TIME <input type="checkbox"/> PART TIME If part time, give exact or average hours per week: _____	JOB TITLE AND MOST RELEVANT DUTIES PERFORMED TITLE: _____ NO. SUPERVISED _____ DUTIES: _____	NAME AND ADDRESS OF EMPLOYER (S) EMPLOYER: _____ ADDRESS: _____ _____ IMMEDIATE SUPERVISOR: _____ PHONE NO. : _____ REASON FOR LEAVING: _____
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PERIOD OF EMPLOYMENT FROM: _____ TO: _____ TOTAL: _____YR. _____MO. <input type="checkbox"/> FULL TIME <input type="checkbox"/> PART TIME If part time, give exact or average hours per week: _____	JOB TITLE AND MOST RELEVANT DUTIES PERFORMED TITLE: _____ NO. SUPERVISED _____ DUTIES: _____	NAME AND ADDRESS OF EMPLOYER (S) EMPLOYER: _____ ADDRESS: _____ _____ IMMEDIATE SUPERVISOR: _____ PHONE NO. : _____ REASON FOR LEAVING: _____
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CONFIDENTIAL

Superior Court of California, County of El Dorado Affirmative Action Form

The Superior Court of California, County of El Dorado requests all persons to complete this portion of the application under the provisions of the Government Code Section 1233. This is not a part of the application and is removed before screening, it is used for AA/EEO purposes only. No individual personnel selections are made based on the information. Please answer the following questions to the best of your ability. Your cooperation is appreciated.

ETHNIC CATEGORY

1.  WHITE (Not of Hispanic origin). All persons having origins in any of the original peoples of Europe, North Africa or the Middle East.
2.  BLACK (Not of Hispanic origin). All persons having origins in any of the Black racial groups of Africa.
3.  HISPANIC. All persons of Mexico, Puerto Rico, Cuba, Central or South America, or other Spanish culture or origin, regardless of race.
4.  ASIAN or PACIFIC ISLANDER. All persons having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or the Pacific Islands. This area includes, for example, China, Japan, Korea, the Philippine Islands, and Samoa.
5.  AMERICAN INDIAN or ALASKAN NATIVE. All persons having origins in any of the original peoples of North America, and who maintain cultural identification through tribal affiliation or community recognition.

TITLE APPLIED FOR:	DATE:
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I LEARNED ABOUT THIS JOB OPENING THROUGH (check appropriate boxes):

- |   |   |
|---|---|
| <ol style="list-style-type: none"> <li>1. <input type="checkbox"/> A FRIEND OR RELATIVE</li> <li>2. <input type="checkbox"/> A COURT EMPLOYEE</li> <li>3. <input type="checkbox"/> COURT EMPLOYMENT ANNOUNCEMENT</li> <li>4. <input type="checkbox"/> COURT ADMINISTRATION</li> </ol> | <ol style="list-style-type: none"> <li>5. <input type="checkbox"/> JOB FAIR, AN ORGANIZATION, OR GROUP (Which?): _____</li> <li>6. <input type="checkbox"/> ADVERTISEMENT (Which paper or magazine?): _____</li> <li>7. <input type="checkbox"/> WEBSITE (Please specify site): _____</li> <li>8. <input type="checkbox"/> OTHER MEANS (Please specify): _____</li> </ol> |
|---|---|

GENDER:  Male  Female

AGE: Are you 40 years of age or older?  YES  NO