

Assessment Preparation

The Court conducts assessments on various recruitments, which consist of multiple-choice questions.

The following are examples of commonly used categories in these assessments:

- **Basic Arithmetic:** Tests your ability to interpret and solve problems of a mathematical nature, using such operations as addition, subtraction, division, and multiplication, and in a variety of problem formats and situations.
- **Clerical:** Tests your ability to file in alpha and numeric order, check for errors, attention to detail, concepts and knowledge and/or approaches to clerical tasks, telephone standard practices and etiquette.
- **Computer Usage:** Tests your knowledge of personal computer concepts and email etiquette.
- **Customer Service:** Tests your knowledge and considerations of general customer service practices.
- **Data Analysis and Interpretation:** Tests your ability to understand and interpret data provided in various formats.
- **English Usage:** Tests your knowledge of and ability to recognize errors in structural and grammatical elements to include spelling and vocabulary.
- **Interpersonal Skills:** Tests your knowledge and ability to effectively work with others, teamwork and employee behavior. Interpersonal considerations and/or knowledge related to informal public contact.
- **Reading Comprehension:** Tests your ability to read and interpret written material as well as to follow written instructions.

Please note that the categories listed above are not inclusive and are only to serve as examples of what you may encounter during an actual assessment.

Although Riverside Superior Court is not allowed to disclose actual questions from the assessment due to copyrights, we have found that you may access the Los Angeles Superior Court online practice tests available to the public at:

<http://dhrdcap.co.la.ca.us/olt/index.cfm?fuseaction=general.selectTestType>.

This is a great tool to use to prepare for these types of assessments.

Please be advised that the questions in the link above are only to serve as examples of what you may encounter during an actual assessment. The assessment questions used may vary in format, content, and level of difficulty, depending on the job for which you are being assessed.