

Auctions Clerk Interview Questions And Answers Guide.



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Auctions Clerk Job Interview Preparation Guide.

Question # 1

Explain me about your experience managing confidential information?

Answer:-

Yes, I have high standard in completing multi-task as the day goes on. Organization is one of my mind set to complete my to do list for the day.

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Question # 2

In a news story about your life, what would the headline be?

Answer:-

'The interviewer wants to gain insight into your general attitude and outlook on life,' 'Be clear and to the point, summarizing key highlights in one short sentence. The most important thing to focus on is ensuring your answer portrays a positive side of you. Future employers aren't keen on negative staff.'

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Question # 3

How many languages do you speak?

Answer:-

With the advent of globalization and outsourcing, it is very important to know more than one language, so as to be better placed to interact with all kinds of clients. To answer this question, provide the languages and the level of knowledge write/read/speak for each.

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Question # 4

Explain what is a good typing speed for an office clerk?

Answer:-

For an office clerk anything between 50- 60 words per minute are perfect with high accuracy level.

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Question # 5

Tell me what filing system you use in the office?

Answer:-

Most of the times expanding files are used for filing in offices. This file allows to expand its size by inserting additional sheets of paper into them. These files are narrow in appearance, but it is possible to expand this file as it uses accordion design.

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Question # 6

Can you name the seven dwarfs?

Answer:-

'There is no clear answer as to why this would be asked but it is a good indicator of how good your memory is,' said James Reed. 'If you know the names of the seven dwarfs then great. However if you don't reply by saying: "Unfortunately I'm not sure of the full list of the seven dwarfs but I can definitely find this out and come back to you".'

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Question # 7

Tell us how would you rate your communication skills?

Answer:-

In almost any industry and position, quality communication is imperative. Thus, accounting clerk interview questions and answers spend time on this capacity. Most



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likely, you will work in an office, but you might have some administrative duties. For this question, you can form a response about your customer service background or incorporate an example of a time when you resolved a client issue. Be sure to elaborate on the most relevant and positive details of your work history.

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Question # 8

Explain what information were you responsible for processing?

Answer:-

Focus on the types and volume of information - forms etc - to be captured and processed. What software and systems did you utilize? An important part of answering clerical interview questions about information processing is to detail how you verified or audited the information before processing it? How do you check for errors?

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Question # 9

Tell me what makes you the best candidate for this position as Auction Clerk?

Answer:-

I can server exellecent customer service, I have a strong strength in communications skills, I always do the best to service the guest is need and information as they requested.

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Question # 10

Tell me how do you keep track of multiple priorities and still focus on quality?

Answer:-

My friends would all say I am trustworthy, compassionate and honest. I am assertive and very professional in all areas of my work space.

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Question # 11

Tell me were you responsible for coordinating any events, projects or programs?

Answer:-

Have a good example ready of a project where you were involved in the planning and organization. Clerical interview questions like this are designed to explore your planning and organization skills as well as your initiative and ability to work independently. Focus on these skills in your answer.

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Question # 12

Explain why bookkeeping is so important for any business?

Answer:-

- * Bookkeeping process is a legal requirement
- * It helps to monitor the flow of money inwards and outwards both
- * Helpful in understanding the finance of business

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Question # 13

Explain how many calls did you have to take on an average day?

Answer:-

This provides an indication of how busy you were and how much time was spent on dealing with requests for information. If you also dealt with the public via written communications then include this in your clerical interview answer.

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Question # 14

Explain me what reports did you have to compose, format or check and distribute?

Answer:-

Give examples of the reports you were responsible for and explain how you obtained and managed the necessary information and what systems you used to generate and distribute the reports.

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Question # 15

Tell me how do you stay organized and focused?

Answer:-

Accounting work is meticulous and requires strict attention to detail. The interviewer needs to know how you cope with this type of task. Pinpoint your most effective work methods and briefly explain each. For instance, do you prefer to do more tedious tasks after lunch to improve focus? However, keep in mind every company has a unique work environment and process, so imply that you're still flexible to the enterprise's methods and needs.

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Question # 16

Tell me how would you interject a fight between Batman and Superman?



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Answer:-

Try to keep it relevant to the job role - you're not being asked how you would handle a scuffle in the pub on a Friday night,' he said. 'Focus on the positive attributes of both parties and how you could encourage them to work well together.

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Question # 17

What colour is your brain?

Answer:-

'Colours are commonly linked to describing a person's mood,' said James Reed. 'The interviewee is trying to gauge how you work and whether your personality would fit in well with their working environment.'

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Question # 18

Explain me an example of the sort of deadlines you had to meet?

Answer:-

Be specific about any daily, weekly, quarterly deadlines you regularly had to meet. Explain how you scheduled your activities to ensure that you did meet the deadlines.

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Question # 19

Tell me an example that demonstrates your attention to detail?

Answer:-

It is very important. If we make any mistake by not paying it will affect lot of things.

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Question # 20

Why do you want this job as Auction Clerk?

Answer:-

I used to work in a governmental program in Brazil that work directly with the court. In this place I used to work with lawyers, judges and prosecutors as well as people who needed legal assistance. In this position I also supervise the new interns and I am looking for a position where I can work with it again as well as being able to continuous my education in the united states.

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Question # 21

How do you stay organized as Auction Clerk?

Answer:-

Yes, I like to be busy setting schedules, filing, and answering phones.

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Question # 22

What is your greatest accomplishment so far?

Answer:-

I accomplish various promotions and nvq 5 in management I lead a team of employers an was very organised.

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Question # 23

Tell me what types of data management systems have you worked with?

Answer:-

Highlight how you made sure that data was kept current and being done accurately. How did you ensure efficient retrieval of information? Detail the different systems you are familiar with and explain their advantages and disadvantages. Discuss any improvements you made. This shows that you actively managed the data system and not just maintained it.

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Question # 24

Do you know what is book keeping?

Answer:-

Book keeping is referred to the process of tracking of all the money coming in and going out while handling business process. As an office clerk, you have to arrange the record in chronological order in account books including credit and debit transaction. If you are VAT- registered, you also have to maintain records of VAT.

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Question # 25

Tell me about yourself. What is your job experience?

**Answer:-**

This is the generally the first question that is asked by an interviewer.

Keep in mind that the interviewer does not have time to listen to a detailed story.

Therefore, speak briefly regarding your work experience. Highlight important factors, and be concise. Share your recent and relevant career experiences and how it qualifies you for the said job.

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Question # 26

Tell me how many traffic lights are there in London?

Answer:-

'This is essentially a brainteaser to test how you would think through tough questions,' said James Reed, author of Why You? 101 Interview Questions You'll Never Fear Again.

'Reassure yourself that no one is going to have the correct answer to the question. It is highly impossible unless you have a comprehensive knowledge of UK traffic lights.

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Question # 27

Explain the busiest work situation you have recently experienced?

Answer:-

Again have an example ready for the interviewer. Describe the situation, the actions you took to meet the demands and the outcome. Focus on your ability to perform under pressure by planning and prioritizing successfully. Avoid making negative comments about having to handle a busy situation but rather convince the interviewer that you enjoyed the challenge.

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Question # 28

Tell me which computer software have you used?

Answer:-

Detail the packages you are familiar with and explain what you have used each package for. Give specific examples of the functions you are proficient in such as creating and formatting spreadsheets in Excel and creating and editing tables in Word. Relate your computer skills to the job requirements.

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Question # 29

Tell me what clerk does in the legal department?

Answer:-

- * Review and file petitions
- * Review of pleading and other documents
- * Scheduling meeting between legal professionals and lawyers
- * Communicate and mediate disputes
- * Filing legal documents
- * Prepare drafts based on arguments or briefs, personal documents, and appeals
- * Preparing affidavits of documents

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Question # 30

Explain what are the different areas a clerk can work?

Answer:-

A clerk can work in various sectors as

- * Medical Clerk
- * Corporate Clerk
- * Legal Jurisdiction Clerk
- * Parish Clerk
- * Revenue Audit Clerk
- * Accounting Clerk
- * Admin Clerk
- * College and University Clerk, etc.

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Question # 31

Explain what does a medical record clerk do?

Answer:-

Medical clerk will check

- * See which patient has an appointment
- * Sending reports of patient to the physician
- * Updating medical records of patient after visit
- * Fixing appointment for the patient's on the phone call
- * Sending medical reports to insurance companies
- * Transcribe medical records into digital form
- * Assisting medical biller in preparing insurance forms



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* Reminding patient for the collection of medical reports

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Question # 32

Tell me do you work well with computers?

Answer:-

Accounting clerk interview questions and answers will often pay close attention to your technological abilities and talents. You will spend a majority of your time working with a range of computer programs and software. When you respond to the inquiry, be sure to point to specific specialties and proficiencies. State your familiarity with various operating systems and standard industry technology. If you happen to have any relevant certifications, you should mention those as well.

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Question # 33

Tell me what sort of interactions did you have with the public?

Answer:-

Focus on dealing with queries or requests from customers or members of the public.

Highlight your use of knowledge of the department and company to successfully answer queries and provide information. These clerical interview questions are exploring your ability to provide an efficient information service to the public, clients, colleagues and managers.

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Question # 34

What are your educational qualifications that would support your application for the job of a clerk?

Answer:-

Any job that has a responsibility attached to it has several qualifications that should be held by a person that applies for the said profile. Speak with a few friends, and compile a list of your qualifications and positive attributes. See which relate to the job. List them, with a quick real-life example of that trait in action.

Make sure that you carry your academic as well as other documents that support your application for the said position. Of course, not every interviewer will have the time to go through your documents, but the very fact that you have brought them would give you some extra leverage in obtaining the job offer.

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Question # 35

Do you have experience in which you assigned to be the main person who handles an important project - the focal point?

Answer:-

This question is basically pitched at you to find out whether your recent employers gave you more responsibilities than a clerk would normally have. The interviewer may want to discern whether you have personal management skills or leadership abilities that would make you the perfect candidate to be promoted down the road.

Answering this question in the affirmative can make or break your application.

Therefore, highlight some of the major projects/responsibilities that were given to you. If you did not have any, but are interested in such responsibilities, mention this idea. If you had responsibilities in a volunteer position, elaborate on that.

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Question # 36

What all computer skill can be helpful for office clerk?

Answer:-

Office clerk should know computer skill like

* Photoshop CS3 or CS4

* Knowledge of MS word, PowerPoint, Access, Outlook, Excel and PowerPoint

* AutoCAD for designing or architect office

* Quickbooks if required

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Question # 37

Explain a recent incident in your job where you had to handle an atmosphere of stress? How did you handle it?

Answer:-

As a clerk, it goes without saying that there would be stress in the job and that your attitude of calmness can avert many a crisis. If you have had any such experiences, recount them to the interviewer when asked. Warning! Remember to be brief, and avoid arrogance.

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Question # 38

Explain about your typical workday - how do you prioritize assignments?

Answer:-

A clerk is a company resource who receives tasks from many departments and individuals within the business organization.

The straightforward answer is that you ask your immediate superior to prioritize your work. They will do so with regards to the level of seniority and the level of importance. When additional tasks are brought to you, even those marked urgent, your superior must either decide on a case-by-case basis or give you specific guidelines.

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Question # 39



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What are the skills required by office clerk?

Answer:-

Skill required by office clerk are

- * Active Listening
- * Speaking
- * Writing
- * Understanding working style of office
- * Social perceptiveness
- * Reading comprehension
- * Basic computer skills

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Question # 40

Tell me what do you consider to be the most important qualities for this clerical job?

Answer:-

A clerical or administrative type job mostly involves information management and communication. Qualities like good listening and communication skills, planning and organizing, flexibility, adaptability, independent judgment, confidentiality, attention to detail and accuracy are all key to clerical jobs.

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Question # 41

What do you think about garden gnomes?

Answer:-

'Not all questions are serious; a question like this is most likely thrown out to see your sense of humour in an otherwise formal situation,' said a spokesperson from recruitment company Pareto.

'It is still prudent to air on the side of how it can be related to the role you have applied for, but try to take a not so serious approach to it. For example if you are applying for an engineering role, question whether the gnomes have the right tools to do the job in hand.'

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Question # 42

Explain what is the difference between office clerk and administrative assistant?

Answer:-

* Office clerk: On his part, office clerk has to communicate with all levels of executives and has to work with them. Their duties normally include answering phones, running errands, filing, mailing, typing, maintaining legal paperwork, etc.

* Administrative Assistant: Administrative assistant communicates with the company owner or top level executive. Their roles and responsibilities are much more than an office clerk; they supervise staffs, arrange conferences, review submissions, arrange meetings, etc.

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Question # 43

Explain how does your work experience equip you for this job?

Answer:-

Find the key abilities and skills required for this position in the job posting. Describe how you demonstrated these skills in your previous jobs.

Key skills for clerical positions usually include communicating with customers, employees and other individuals to answer questions and obtain and give information, taking and directing calls, filing, compiling, checking and distributing documents and correspondence, recording data and scheduling activities.

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Question # 44

Explain your experience working in a court environment. What did you like about it? What didn't you like about it?

Answer:-

We ran things on value, and compatibility in which we always and found ways for improvements.

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Question # 45

Tell me what are the responsibilities of accounting clerk work?

Answer:-

- * Maintains accounting records
- * Maintains accounting database by entering data into the computer
- * Verifying financial record using software program
- * Determines the value of depreciable assets by help of software program
- * Compares bank statements with general ledger

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Question # 46

Tell me about your education/training?

Answer:-

I am graduated in Accounting from a Brazilian school and I worked in a government office that here it would work as a probation office. I also took classes at NOVA



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and I am currently working at a legal firm in the united states.

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Question # 47

If we shrunk you to the size of a pencil and put you in a blender, how would you try to get out?

Answer:-

Candidates should bear in mind that there is no right or wrong answer to this - it's all down to interpretation,' he said. 'However, candidates should try to answer the question as best as possible, as this reveals that they are willing to solve an issue they are unfamiliar with.

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Question # 48

Explain any innovations you successfully made in your last job to improve efficiency?

Answer:-

The interviewer wants to know if you are able to analyze a problem and come up with a workable solution. Show how you use your initiative to pro-actively make positive changes.

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Question # 49

Tell me about a time when you made a mistake. How did you handle it?

Answer:-

I have made mistakes, I took it to my immediate Supervisor to ensure corrections were made as soon as possible. I never guessed or made assumptions about anything I did as a court clerk.

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Question # 50

Most people that come into the court room already have a high level of stress, how will you treat them to help calm their nerves?

Answer:-

I would be friendly and smile and ask them how they are to begin. I would speak and act in a calm manner and let them know I want to help them.

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Question # 51

What are your professional goals as Auction Clerk?

Answer:-

The purpose of this question is to understand your expected career trajectory. The hiring manager wants to know if you can plan for the future and what kind of goals you set. For instance, are you realistic? Are you ambitious? If you have target objectives in mind, state them. If not, talk about how you've focused on your personal and career development.

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Question # 52

Explain what sort of information did you have to keep confidential in your last clerical job?

Answer:-

Show how you used your judgment to determine what types of information and situations to keep confidential. Give specific examples of the confidential information you managed. How was this information stored? How did you monitor it? What was the process for retrieving it?

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Question # 53

Explain me what does a revenue audit clerk do?

Answer:-

- * Audit of companies financial report
- * Inspection of account books and accounting systems
- * Preparing detailed reports on audit findings
- * Reporting to management about audit results and asset utilization
- * Review data about capital stock, income, expenditures and capital stock
- * Analyze and reporting annual reports
- * Maintaining audit payroll and personnel records to determine worker's coverage compensation
- * Updating financial report using software system, etc.

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Question # 54

What interests you most about this position as Auction Clerk?

Answer:-

This job is related to my academic field. I research many thing about high court clerk I came to know that I will get more experience and knowledge and tough time to be more efficient.



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Question # 55

Tell me what subject knowledge can be additional help for office clerk?

Answer:-

Subject knowledge like

- * Economics and Accounting
- * Mathematics
- * English language
- * Clerical
- * Custom and Accounting

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Question # 56

Explain what is your 'words per minute' speed? What is the accuracy value that you have at that speed?

Answer:-

If you wish to know how much typing will be required of you, now is the time to inquire. Answer the question; you may wish to express your confidence that with greater time spent typing, your speed and accuracy will surely improve.

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Question # 57

Explain how do you prioritize your work as Auction Clerk?

Answer:-

Describe the techniques you use to organize your work. How do you determine the importance and urgency of a task? What else do you consider when prioritizing your work - for example, the available resources to complete the task? Show how you are able to use your judgment and plan the most appropriate course of action.

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Question # 58

Tell me what does document clerk does?

Answer:-

Document clerk does work like data entry, electronic data processing and drafting. Document clerk maintains office documents and makes sure that it is hand-over to the right person. They also create rough drafts or outlines that they must develop into appropriate reports and help other fellow workers in organizing documents. Office clerk also works with the IT department to facilitate communication between sub-branch and headquarters. Some companies hire office clerk straightaway from the high school while some have bachelor's degree.

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Question # 59

Explain what experience do you have with setting up meetings?

Answer:-

How did you organize venues, inform participants, organize documentation, set up the meeting room? Were you also responsible for taking and distributing minutes?

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Question # 60

What are the duties of an office clerk?

Answer:-

The duties of an office clerk includes

- * Count, collect and disburse money, do basic bookkeeping and complete banking transactions
- * Communicate with employees, customer and other individuals to answer questions
- * Explain information and address complaints
- * Answer telephones, direct calls, and note messages
- * File, copy, sort and compile records of office activities, business transactions, and other activities
- * Filing of invoices, contracts, bills, checks and policies
- * Operate office machines like photocopiers, scanners, fax machines, c

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Question # 61

What fruit would you be?

Answer:-

'Depending on the role you are going for this will affect your answer. If you are applying for creative designer role, the more unusual the fruit, and reason why you chose it, the better. If it's an accountancy role, maybe you should go with a safer option. The important thing is that you are able to say why so that your personality shines through - that's what the interviewer will be looking for.'

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Question # 62

Why do you want to do this job as Auction Clerk?



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Answer:-

This is a question that may be asked in the middle of the interview. It is asked to determine whether the applicant knows the ins and outs of the job and is serious. The best way to answer this question is through giving a proper break down of the aspects of the job that you like, and how it fits your skills.

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Question # 63

Tell me what experience do you have with handling money?

Answer:-

Detail what your responsibilities were in this area. Did you collect, count and disburse money? Was there any basic bookkeeping involved? Were you responsible for any banking transactions?

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Question # 64

What can you make from this piece of paper?

Answer:-

'This is an opportunity for the interviewer to see how creative you are, whilst working under pressure.' 'If you manage to make an origami swan, fantastic! If, like most, you don't have such skills - it's the chance to see what you can create on the spot.

'If you're applying for a role where one of your main responsibilities is writing, for example a journalist, then you could say that you could make a multitude of stories from that one piece of paper without the help of origami.

'It's better to do this than spend half an hour folding it into intricate shapes and feeling totally out of your comfort zone.'

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Question # 65

Tell me what types of correspondence were you responsible for?

Answer:-

When answering clerical interview questions like this, indicate the level of responsibility you had with regard to generating and editing correspondence. Did you type correspondence from rough drafts, corrected copies, voice recordings, dictation or previous versions? Highlight your knowledge of English composition, spelling and grammatical rules. Explain how you ensured accuracy. Provide work samples to support your answer.

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Question # 66

Tell me what are the types of software that you are comfortable with?

Answer:-

The answer to this question should be factual - detail the Windows based applications and other business management applications you have used and your level of competence for each.

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