

County of Santa Cruz

INVITES YOU TO APPLY FOR:



PERSONNEL CLERK

Supplemental Questionnaire Required

Open and Promotional

Job # 23-BB5-01

Salary: \$4,642 - 5,878 / Month

Closing Date: Monday, April 3, 2023

THE JOB: The Personnel Department is seeking candidates to support vacancies in the Personnel Records Unit and the Risk Management Division. Candidates who like to problem solve, provide excellent customer service with attention to detail, and who are interested in working in a fast-paced environment with potential to grow in a career in Personnel are encouraged to apply. **The eligible list established from this recruitment will be used to fill current and future vacancies during the life of the eligible list. The option for remote work may be available based on the type of work and operational needs.**

THE REQUIREMENTS: Any combination of education and experience which would provide the required knowledge and abilities is qualifying unless otherwise specified. A typical way to obtain the knowledge and abilities would be:

Two years of increasingly responsible clerical experience performing a wide range of complex clerical activities including using computerized record keeping systems and significant public contact.

Knowledge: Thorough knowledge of manual record keeping and filing systems; and office procedures and practices. Working knowledge of computerized record keeping systems; and correct English usage including grammar, spelling and vocabulary.

Ability to: Independently perform difficult and complex clerical tasks requiring good judgment, attention to detail and confidentiality; read, understand, interpret, apply and clearly explain a variety of personnel rules, practices, procedures and policies; review, identify and correct errors in mathematical computation and improper entry or application of rules in a variety of documents; schedule work priorities to meet frequent deadlines; understand and interpret various computer reports; establish and maintain effective working relationships with employees, applicants and others contacted through work; solve a variety of problems; audit and process a variety of personnel related paperwork such as payroll action forms, insurance forms, and applications; prepare for and make oral presentations before groups; compose basic correspondence;



use a computer or terminal to assemble, input, prepare, and print a variety of data, documents and reports; operate standard office equipment; type at a moderate rate of speed (may be required for some positions); lift items weighing up to 55 pounds, such as a box of application forms (required for some positions); perform tasks requiring strength, such as pulling 80 pounds of supplies on a cart to an exam site (required for some positions); move across broken, uneven, unpaved, or hilly terrain.

SPECIAL REQUIREMENTS: License Requirement: Possession of a valid California Class C Driver License or the ability to provide suitable transportation that is approved by the appointing authority. **Special Working Conditions:** Some positions may include the possibility of occasional exposure to variable temperatures and weather conditions; high levels of noise; strong, unpleasant odors; and the possibility of experiencing burns, bodily injury, contact with toxic substances or chemical irritants. **Other Special Requirements:** Availability to work a flexible schedule, including evenings, weekends, and on an emergency, as needed basis is required for some positions.

THE EXAMINATION: Your application and supplemental questionnaire will be reviewed to determine if you have met the education, experience, training and/or licensing requirements as stated on the job announcement. If you meet these criteria and are one of the best qualified, you may be required to compete in any combination of written, oral and/or performance examinations or a competitive evaluation of training and experience as described on your application and supplemental questionnaire. You must pass all components of the examination to be placed on the eligible list. The examination may be eliminated if there are ten or fewer qualified applicants. If the eligible list is established without the administration of the announced examination, the life of the eligible list will be six months and your overall score will be based upon an evaluation of your application and supplemental questionnaire. If during those six months it is necessary to administer another examination for this job class, you will be invited to take the examination to remain on the eligible list.

HOW TO APPLY: Apply online at www.santacruzcountyjobs.com or mail/bring an application and supplemental questionnaire to: Santa Cruz County Personnel Department, 701 Ocean Street, Room 510, Santa Cruz, CA 95060. For information, call (831) 454-2600. Hearing Impaired TDD/TTY: 711. Applications will meet the final filing date if received: 1) in the Personnel Department by 5:00 p.m. on the final filing date, 2) submitted online before midnight of the final filing date.

Women, people of color and people with disabilities are encouraged to apply. If you have a disability that requires test accommodation, please call (831) 454-2600.

To comply with the 1986 Immigration Reform and Control Act, Santa Cruz County verifies that all new employees are either U.S. citizens or persons authorized to work in the U.S.

Some positions may require fingerprinting and/or background investigation.

PERSONNEL CLERK – SUPPLEMENTAL QUESTIONNAIRE

The supplemental questions are designed specifically for this recruitment. Applications received without the required supplemental information will be screened out of the selection process. Employment experiences referred to in your response must also be included in the Employment History section of the application.

NOTE: Please answer the question(s) below as completely and thoroughly as possible, as your answer(s) may be used to assess your qualifications for movement to the next step in the recruitment process.

1. Describe in detail your experience with customer service. Please be specific about the services you provided and the type of customers you served. Include the challenges you faced and how you overcame them.
2. Describe your experience with computer applications and business technology.

EMPLOYEE BENEFITS:

ANNUAL LEAVE – 22 days first year, increasing to 37 days after 15 years of service. Available for vacation and/or sick leave.

HOLIDAYS – 14 paid holidays per year.

BEREAVEMENT LEAVE – 3 days paid in California, 5 days paid out-of-state.

MEDICAL PLAN – The County contracts with CalPERS for a variety of medical plans. For most plans, County contributions pay a majority of the premiums for employees and eligible dependents.

DENTAL PLAN – County pays for employee and eligible dependent coverage.

VISION PLAN – County pays for employee coverage. Employee may purchase eligible dependent coverage.

RETIREMENT – Pension formula 2% at age 60 or 2% at age 62 as determined based on provisions of the CA Public Employees' Pension Reform Act of 2013(PEPRA). Pension benefit determined by final average compensation of three years. County participates in Social Security.

LIFE INSURANCE – County paid \$20,000 term policy. Employee may purchase additional life insurance.

DISABILITY INSURANCE – Employees in the General Representation Unit participate in the State Disability Insurance (SDI) program. This program is funded 100% by employee payroll deductions.

DEPENDENT-CARE PLAN – Employees who make contributions for child or dependent care may elect to have their contributions made utilizing "pre-tax dollars."

H-CARE PLAN – Employees who pay a County medical premium may elect this pre-tax program.

HEALTH CARE FLEXIBLE SPENDING ALLOWANCE (HCFSA) – Employees may elect this pre-tax program to cover qualifying health care expenses.

DEFERRED COMPENSATION – A deferred compensation plan is available to employees.

Note: Provisions of this bulletin do not constitute an expressed or implied contract.

County of Santa Cruz

www.santacruzcountyjobs.com

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