# County of Santa Cruz

INVITES YOU TO APPLY FOR:

## CLERK II

Bilingual (English/Spanish) Candidates Encouraged to Apply

Open and Promotional
22-BA6-01

Salary: $3,706 - 4,682 / Month

Closing Date: Friday, September 2, 2022

**THE JOB:** Under supervision, perform a wide variety of clerical work of average to difficult complexity and other related work as required. **The eligible list established from this recruitment may be used to fill current and future full-time, part-time, substitute and temporary (extra-help) positions during the life of the eligible list.**

**THE REQUIREMENTS:** Any combination of training and experience that would provide the required knowledge and abilities is qualifying. A typical way to obtain such training and experience would be:

One year of experience in general office clerical work that demonstrates application or possession of the required knowledge and abilities listed below. Formal secretarial or general office clerical training may be substituted for up to six months of the required experience on an hour for hour basis.

**Knowledge:** Working knowledge of office procedures and practices.

**Ability to:** Perform clerical work involving a degree of independent judgment and requiring speed and accuracy; quickly learn the specific operations of the office to which assigned; understand and follow oral and written directions; operate standard office equipment; establish and maintain cooperative working relationships with the public and others; make simple arithmetic computations; spell correctly; write neatly and legibly; maintain simple records; do alphabetical filing. *The following are required for some positions:* exercise discretion and judgment in caring for materials transported; adjust schedules to meet changing priorities; type at a moderate rate of speed; lift up to 40 or 60 pounds; stand for long periods of time; and work in a noisy environment.

**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, minorities 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.

**Special Requirements/Conditions: License Requirement:** Possession of a valid California Class C Driver License from the start of employment is required for some positions. **Special Working Conditions:** Some positions may occasionally have exposure to variable temperatures and weather conditions, high levels of noise, strong, unpleasant odors, possible sunburn, bodily injury or contact with toxic substances or chemical irritants.

**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
**LIVE Here** **WORK Here** **PLAY Here**