

County of Santa Cruz

INVITES YOU TO APPLY FOR:



Legal Secretary I

Supplemental Questionnaire Required

Open and Promotional

Job # 22-BH2-01

Salary: \$4,855 – 5,673 / Month

Closing Date: Friday, June 02, 2023

THE JOB: Under direction, perform a variety of specialized secretarial and administrative support services for one or more attorneys; compose, prepare and process a wide variety of legal documents in proper format from brief instructions, rough copy or recorded drafts; and do other work as required. Legal Secretary I is the entry and trainee level class. Incumbents initially work under close supervision to learn departmental policies and procedures, proper format for a variety of legal documents, and procedures for processing a variety of legal documents. Incumbents have frequent contact with attorneys, other departments, agencies and the public, which requires knowledge of the courts and other legal departments. Incumbents are required to exercise independent judgment and discretion, safeguard the confidentiality of information and demonstrate tact and diplomacy. Accurate word processing and knowledge of legal terminology and legal processes are essential to the satisfactory performance of work of positions in this class **The list established will be used to fill the current vacancy and it may also be used to fill other vacancies 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 these knowledge and abilities would be:

Two years of clerical experience including some experience processing legal documents that demonstrates application or possession of the required knowledge and abilities. Formal secretarial, legal secretarial or general office clerical training may be substituted for up to one year of the required experience on an hour for hour basis.

Knowledge: Thorough knowledge of office procedures and practices, including preparation of correspondence and reports and filing; vocabulary, spelling, grammar and punctuation; and standard office machine set-ups and formats for business correspondence and reports. Some knowledge of legal terminology forms documents and procedures.

Ability to: Perform a wide variety of legal clerical work requiring independent judgment, accuracy and speed; prepare final legal documents in accepted formats from brief instructions, handwritten, typed or recorded drafts; understand, interpret, explain and apply laws, regulations, policies and procedures; establish and maintain effective working relationships; understand and follow oral and written directives; make arithmetic computations; maintain records and prepare reports; adjust to workload changes and



meet deadlines under pressure of legal deadlines; screen and prioritize correspondence and phone calls; exercise independent judgment and discretion, safeguard the confidentiality of information, and demonstrate tact and diplomacy; operate word processing equipment and computer terminals to input and access data; and operate standard office equipment.

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.

LEGAL SECRETARY– 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 your experience processing legal, financial, or other documents where you had to follow established standards and procedures.
2. Describe your experience working with confidential records.
3. Describe your experience working in a team environment where you coordinated completion of assignments with your co-workers.

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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