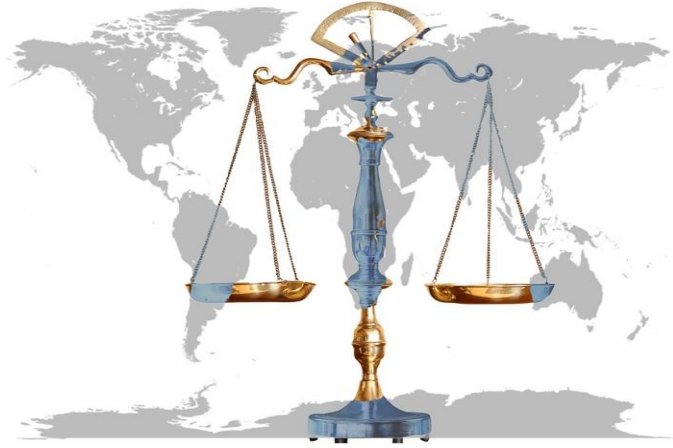


# County of Santa Cruz

INVITES YOU TO APPLY FOR:



## LEGAL PROCESS CLERK II

Supplemental Questionnaire Required

Open and Promotional  
Job # 23-BA9

Salary: \$4,441– 5,621 / Month

Closing Date: Continuous

**LAST DATE TO APPLY: Continuous – Applicants are encouraged to apply as soon as possible. This recruitment may close once enough qualifying applications have been received.**

**THE JOB:** Under general supervision, perform a wide variety of legal clerical duties related to receiving and accurately processing large volumes of legal transactions within legally set time limits; assist the public in legal procedures of legal processes; and perform other duties as required. **The current vacancy is in the Sheriff's Office- Civil Division. The list established will be used to fill the current vacancy and it may 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:

One year of journey level clerical experience, plus one year of legal clerical experience.

**License Requirements:** Possession of a valid California Class C Driver License, or the ability to provide suitable transportation, which is approved by the appointing authority, is required for some positions.

**Background Investigation:** A background investigation that includes fingerprinting is required.

**Special Working Conditions:** Exposure to individuals who may be hostile and abusive; allergens such as dust and perfume; and unpleasant odors such as unwashed clothing or body odors. For some positions, evidence and testimony which may be disturbing, such as photographs of murder scenes and victims; evidence which may include syringes, drugs, weapons, and blood.

**Knowledge:** Thorough knowledge of office procedures and practices. Working knowledge of legal terminology, forms and documents used in the court system; functions, procedures, services, and jurisdiction of the court; vocabulary, grammar, spelling and punctuation; basic arithmetic including addition, subtraction, multiplication, and division. Some knowledge of California statutes related to Superior and/or



Municipal Court procedures such as the Civil Code of Procedure, Penal Code, Vehicle Code, Welfare and Institutions Code, and Rules of Court.

**Ability to:** Understand and follow complex written and verbal instructions; perform difficult and responsible legal clerical work requiring accuracy and attention to detail; understand the meaning and intent of a wide variety of legal documents; understand, interpret, explain and apply specific statutes, codes, regulations and procedures; use independent judgment to solve problems and make appropriate decisions; determine priorities and organize workload; work quickly and accurately on multiple tasks in a noisy environment with multiple distractions; meet the public with composure, understand their inquiries and assist them in getting the help they need; effectively communicate with individuals and large groups; establish and maintain cooperative and effective working relationships with those contacted in the course of business; write clearly and legibly; make arithmetic calculations; type at a moderate rate; input and access data using a computer, and for some positions, work at a keyboard for extended periods of time; operate standard office equipment; lift, move and carry buckets of documents weighing up to twenty pounds; some positions require sitting and/or standing for extended periods of time. Some positions require lifting and moving a variety exhibits of different weights and sizes, such as guns, weapons, drugs, syringes, chemicals, blood vials, and photographs.

**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](http://www.santacruzcountyjobs.com) or mail/bring an application 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.

**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

**LEGAL PROCESS CLERK II - 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 responses 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. The Civil Division handles levies, wage garnishments, evictions, and the service of legal civil processes. Describe your knowledge and experience working with these civil processes.
2. The Civil Division routinely assists upset individuals who do not understand the procedures required to serve court orders. How would you work with this type of individual?

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

**County of Santa Cruz**  
[www.santacruzcountyjobs.com](http://www.santacruzcountyjobs.com)

**LIVE Here    WORK Here    PLAY Here**