

County of Santa Cruz

INVITES YOU TO APPLY FOR:



SHERIFF'S PROPERTY CLERK

Supplemental Questionnaire Required

Open and Promotional

Job # 22-CM5-01

Salary: \$4,857 – 6,145 / Month

Closing Date: Friday, December 30, 2022

THE JOB: Under general supervision, responsible for evidence and property under the Sheriff's jurisdiction and other jurisdictions as required; to receive, load, transport, verify, store, record, safeguard, release and dispose of evidence and other property as needed by the Sheriff's Office and other jurisdictions; and do other work as required. **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:

One year of experience that has included substantial filing and recordkeeping responsibilities with an agency charged with criminal justice responsibilities.

Special Requirements: License: Possession of a valid Class C California Driver License. **Background Investigation:** Ability to pass a full background investigation. **Special Working Conditions:** Exposure to variable temperatures, confined work spaces and heights; strong unpleasant odors, infectious bio-hazardous materials such as blood, urine and semen which might cause chronic disease or death; dust, pollens, chemical irritants; toxic substances; individuals who may be hostile and abusive; evidence that may be disturbing such as homicide evidence.

Knowledge: Working knowledge of principles and practices of basic record keeping; filing systems; and techniques of receiving, inventorying, safeguarding, storing, and handling of property. Some knowledge of function, organization, purpose, operating and procedure of law enforcement and related government agencies; legal terminology and legal process; rules of evidence and basic criminal law; and basic techniques for eliciting and providing information telephonically.



Ability to: Determine priorities and organize workload; exercise independent judgment and discretion and safeguard confidentiality; work without immediate supervision; work quickly and accurately on multiple tasks; learn to apply applicable law, rules, and regulations and to inform the public of processes and procedures; read, interpret and understand standard official legal documents; read, understand and follow office policies, rules, instructions, laws and ordinances and general literature pertaining to law enforcement activities and property matters; work at a computer keyboard for extended periods of time to input and access data; operate standard office equipment; prepare and maintain accurate and concise records and files; maintain a clean and orderly storage facility; establish and maintain a cooperative working relationship with fellow employees, sworn personnel, representatives of other law enforcement agencies and the general public, including victims, suspects and persons convicted of serious and violent crimes, and people with mental illness; deal tactfully and effectively with a variety of individuals who may be emotional, hostile, or irate; perform heavy manual labor which includes moving and lifting heavy and bulky objects weighing 50 pounds like storage boxes holding evidence or property or hanging a bicycle on a hook 6 ½ feet high; use a ladder to a height of 12 feet to store and retrieve property/evidence boxes in excess of 20 pounds; and take 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 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.

SHERIFF'S PROPERTY 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 your experience in a role where you exercised independent judgment, discretion and safeguarded confidentiality of information and records.
2. Describe your training and experience relevant to maintaining systems compliance or monitoring and auditing systems for operational integrity.
3. Describe your experience using computer systems and your familiarity with data management including storage, maintenance and transfer.

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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