SANTA CRUZ SUPERIOR COURT

Job Recruitment

Legal Process Clerk

About the Position

The Superior Court of California, County of Santa Cruz is seeking qualified candidates to establish an eligibility list from which to fill future vacancies for Legal Process Clerk I at its Santa Cruz or Watsonville locations. Eligibility lists usually remain in effect for one year from the date the list is established or until there are fewer than three names on the list, whichever occurs first.

Legal Process Clerk I is the first working level of the Legal Process Clerk series. Applicants in this series perform clerical duties while learning legal procedures and documentation. Assignments at this level are performed within established guidelines. A supervisor is normally available to resolve unusual or difficult problems.

APPLICATION MATERIALS

Applications are available on our website: https://www.santacruz.courts.ca.gov/general-information/employment. For additional information please email the court at hrinfo@santacruzcourt.org or call (831) 420-2275. The hearing impaired TDD# is (831) 429-5514. Application packets can be emailed to hrinfo@santacruzcourt.org or to the following address:

Superior Court of California,
County of Santa Cruz
Human Resources Department
701 Ocean Street, Room 110
Santa Cruz, CA 95060

Selection

Only those candidates who submit a completed application packet (application and resume) by **5 p.m. on June 3, 2022**, and who meet the minimum qualifications will be invited to participate in the examination process. Candidates who pass the exam process will be certified to an eligibility list from which the hiring manager may select candidates for interview when there is a vacancy.

About the Position

Promotional opportunities to Legal Process Clerk II may be available after one full year of service.

Under general supervision, Legal Process Clerks perform the full range of clerical duties in support of court legal processing operations, generally within legally set time limits. Employees in the Legal Process Clerk classification may also assist members of the public in filing court legal documents and perform other duties as assigned.

Requirements

For Legal Process Clerk I, any combination of training and experience which would provide the required knowledge and abilities would qualify a candidate for the position, unless otherwise specified. A typical way to obtain experience would be one year of journey level clerical experience.

Previous work experience in a professional office environment in the legal, medical, government, and/or financial fields is highly desirable.

COVID-19 Vaccination Requirements: Applicants must be fully vaccinated against COVID-19 as defined by the Center for Disease Control or have a valid medical or religious exemption approved by the Court's Human Resources Division.

Individuals must be capable of performing the essential functions of the job and must be able and willing to adapt to the working conditions as specified below.

Submission to a background investigation is required upon conditional offer of employment.

Knowledge of

Candidates for this position must have the following working knowledge:

- English vocabulary, grammar, spelling and punctuation
- Basic arithmetic including addition, subtraction, multiplication, and division
- Basic office principles and practices

About the Court

The Superior Court of Santa Cruz County's mission is to preserve and protect the rights and ideals of society through the interpretation and enforcement of the law and provide equal access to justice through quality service to the community. It is also the mission of the court to treat all persons in the judicial system with dignity and respect.

The Superior Court of Santa Cruz County has established a reputation as a leader in innovative court programs and as an organization committed to providing high-quality public service. The court consists of 12 judges, one commissioner, and approximately 130 staff, with an annual budget of approximately 20 million dollars.

There are three court locations in Santa Cruz County: the main courthouse near downtown Santa Cruz, the Watsonville courthouse in downtown Watsonville, and the juvenile courthouse in the small, rural town of Felton.

About Santa Cruz

Santa Cruz County has 249,705 residents and is situated at the northern tip of Monterey Bay, 65 miles south of San Francisco, 35 miles north of Monterey, and 35 miles southwest of the Silicon Valley. Its natural beauty is present in the pristine beaches, lush redwood forests, and rich farmland. It has an ideal Mediterranean climate with low humidity and sunshine 300 days a year. There are four incorporated cities within Santa Cruz County. The two largest cities in the County are Santa Cruz (population 64,522) and Watsonville (population 53,800). Santa Cruz County is the Gateway to the Monterey Bay National Marine Sanctuary, has 29 miles of beaches and includes six state parks and six state beaches. Its quaint shops and restaurants, coupled with many cultural and recreational activities (sailing, fishing, golfing, tennis, hiking, mountain biking, surfing) provide a wealth of leisure activities.

Ability To

Candidates for Legal Process Clerk I must have the 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

Essential Functions

Specific tasks and duties may vary; however, the following are considered essential functions are expected of the Legal Process Clerk I position:

- Frequent and ongoing use of a computer terminal
- Regular contact with people and regular and occasional contact with employees in other court divisions, government agencies, court users, and the public with the ability to converse and respond appropriately to inquiries and requests
- Periodic to regular lifting, walking, and carrying of files, documents, and other court related materials. Applicants must have the ability to lift and carry 20 lbs
- Work with time constraints and under pressure in some situations
- Sit for extended periods of time without standing

Working Conditions

The office environment is professional, generally clean inside buildings with some exposure to dust, fumes, odors, and noise. Incumbents will be working under sometimes difficult and stressful conditions, with frequent deadlines and expectation to produce high-quality work under limited time constraints. Incumbents may encounter individuals who are angry or suffer from psychological impairments. The ability to deal effectively with a diverse population of people and to work independently as well as closely with others is required.

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Compensation and Benefits

The position of Legal Process Clerk I is classified as a union represented non-exempt position that is compensated according to the following bi-weekly (80 hours per pay period) pay range:

Hourly: $ 20.57 to $ 26.03

The Court offers a generous benefits package, which includes life insurance, a choice of health plans, dental and vision plans, membership in the California Public Employees Retirement System (CalPERS), paid holidays, and paid time off. Employees pay a portion of their own PERS retirement. Please contact HR if you would like more specific benefits information.

Application Materials

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The Superior Court of Santa Cruz County is an equal opportunity employer. Equal employment opportunity will be afforded to all qualified applicants or employees with respect to compensation and terms and conditions of employment, including hiring, training, promotion, transfer, discipline, and termination.

Legal Process Clerk

Virtual Brown Bag

The Santa Cruz Superior Court invites you to join us for a Brown Bag informational Zoom Meeting about the position with the current employees. Interested applicants will have an opportunity to ask questions about the position.

Date: May 25, 2022
Time: 12:00pm—1:00pm
Meeting ID: 160 758 8192
Passcode: 598668

Link: https://santacruzcourt-org.zoomgov.com/j/1607588192?pwd=ZFdvQWNDZWZQV3ZJa3NRTmhOT283Zz09