

# SANTA CRUZ SUPERIOR COURT



## **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](mailto: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](mailto: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 January 28, 2022**, and who meet the minimum qualifications will be invited to a formal interview. The court reserves the right to use other screening methods for this recruitment as appropriate.

## **Job Recruitment**

### **Law Library Assistant**

#### **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 a current vacancy for Law Library Assistant at its Santa Cruz location. 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.

Under supervision of the Law Librarian and Self Represented Litigant Coordinator, performs a variety of clerical and administrative support duties that are routine for a law library or self-help program.

## Employment Standards

### **Thorough Knowledge of the Following is**

#### **Required:**

- Effective customer service methods and techniques including telephone and reception desk etiquette.
- Office practices and procedures including filing, operation of standard office equipment, computers, and business correspondence.

### **A working knowledge of the following is**

#### **required**

- Basic record keeping systems; current English usage, spelling and vocabulary;
- Legal processes, court forms and documents, legal terminology, and rules of court;
- Functions, procedures, services and jurisdiction of the court;
- Basic arithmetic including addition, subtraction, multiplication, and division;
- Time management and task prioritization principles and practices; and
- Effective communication and interpersonal skills.
- General library services, organization and functions

### **Some knowledge of the following is desired**

- Various legal resources materials and documents
- Legal research methods and techniques

## **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.

**License Requirement:** Possession of a valid California class C driver's license, or the ability to provide suitable transportation which is approved by the appointing authority.

**Background Investigation:** Fingerprinting is required.



## **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.





### **Representative Duties**

Positions in this class are located in Santa Cruz. Examples of duties for the Law Library Assistant include, but are not limited to, the following:

1. Assist the public in-person, by phone, and by email; provide procedural information; answer questions and explain court filing processes and procedures, use of court forms, and answer questions about library and court services.
2. Assist individuals in locating materials and information (both legal and non-legal); assist individuals with basic legal research both in print and electronic;
3. Use of Computer software including, Word, Excel, Outlook, and applications that create court forms and documents; retrieve and access information;
4. Assist and instruct customers in the use of library equipment, including copiers and computers.
5. Review new law, legislation, and policy; maintain updates to materials provided to the public; update and maintain law library resources;
6. Assists with the development of flyers, and informational handouts; helps coordinate and schedules special events, seminars, and workshops;
7. Act as a liaison with community service agencies;
8. Prepare statistical reports; track user data; and perform other clerical assignments as directed; and
9. General office duties and maintaining office organization; Communicate effectively with employees and the public.

### **Ability To:**

- Communicate verbally with people of various ages, educational and socioeconomic backgrounds and emotional states
- Deal with the public in a fair, tactful and courteous manner
- Establish priorities and adjust to workload changes within established guidelines
- Work independently
- Use sound independent judgment within established guidelines
- Understand, interpret and apply established library policies and procedures
- Recognize and maintain confidentiality of information
- Perform work with accuracy and detail
- Perform office support work, including typing and filing
- Understand and follow written and oral directions
- Learn new computer technology and applications



### **Education and Experience**

Any combination of training and experience that would provide the required knowledge and abilities is qualifying. A preferred way to obtain this knowledge and abilities would be: Completion of an approved paralegal training program or two years of experience in the legal field that includes knowledge of various legal resource materials, their use, researching and drafting legal documents.

### **Working Conditions**

The work environment is professional, generally clean inside buildings with periodic exposure to dust, fumes, odors, and noise. Periodic exposure to individuals who may be hostile and abusive; Periodic, regular, and/or occasional contact with employees in other court divisions, government agencies, the public and/or vendors that requires the ability to converse and respond appropriately to inquiries and requests.

### **Physical Demands:**

- Strength, dexterity, and coordination and/or ability to use a computer keyboard and read a video display terminal on a regular basis;
- Ability to listen to verbal requests from the public and court staff, then respond appropriately;
- Physical strength and dexterity for lifting and moving of objects weighing up to 40 lbs, such as: stacks of paper, books, and other materials;
- Frequent need to reach for items above and below desk level, sometimes with the assistance of a ladder or step-stool;
- Standing and sitting for long periods of time is periodically required.

### **Compensation and Benefits**

The position of Law Library Assistant 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:

**Law Library Assistant: \$ 23.28 to \$ 29.46 / hourly**

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.

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.