

SANTA CRUZ SUPERIOR COURT
COUNTY OF SANTA CRUZ



PROMOTIONAL JOB RECRUITMENT

Courtroom Clerk III

APPLICATION DEADLINE:

January 29, 2024 at 5:00 pm

About the Position



The Superior Court of California, County of Santa Cruz is seeking qualified internal candidates to establish an eligibility list for Courtroom Clerk III. Eligibility lists usually remain in effect for one year for non-employee candidates and two years for promotional candidates.

About the Court

It is the mission of the Superior Court of Santa Cruz County 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 new 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 City of Santa Cruz, with a population of 54,262, is the largest city in the county. 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 a multitude of cultural and recreational activities (sailing, fishing, golfing, tennis, hiking, etc.) provide a wealth of leisure activities.

Representative Duties

Tasks performed by all Courtroom Clerk classifications:

1. Attend court to record minutes of all court proceedings; administer oaths; receive, mark, and maintain custody of exhibits during trial, including valuables, weapons, and drugs;
2. Notify Jury Commissioner of trial dates to request jurors; impanel juries and take attendance of jurors during trials;

3. Calculate and accept fees and fines; prepare various documents to carry out the judgment of the court such as minute orders, probation orders, judgments, verdicts, commitments, and abstracts;
4. Examine legal documents presented to the court for completeness of information, accuracy, and legal format for review by the judge and/or official filing; review case files prior to court date to assure all necessary documents are present and prepared;
5. Advise new and visiting judicial officers of procedures specific to this county and of local standard sentences; prepare, issue and recall bench warrants; prepare and send notices of court actions; record Grand Jury indictments; calendar hearings and continuances and coordinate with the master calendar clerk in special settings;
6. Record statistics of all hearings and trials; input and access data using a computer terminal;
7. Answer phones and take messages; notify attorneys of hearing dates; prepare prospective verdicts for jury trials; and
8. Prepare and maintain records, reports and correspondence; provide training or technical direction to other staff; and may provide vacation or other temporary relief for other classes as required.

Additional tasks performed by Courtroom Clerk III:

1. Act as the lead worker for staff. Acts as a point person for all unit issues while supervisor is unavailable.
2. Prepare resource allocation strategies often in the form of weekly staff schedules;
3. Prioritize and assign work; assisting with the selection and training of staff;
4. Develop training curricula and present to staff in both group settings and individually;
5. Provide information for performance evaluations; provide assistance in resolving difficult problems and questions;
6. Create and help edit instructional materials like business process rules and quick reference guides;
7. Help coach and motivate staff through training and development;
8. Serve as a subject matter expert on project implementation teams as assigned;
9. Perform work to improve work product quality including reviewing, monitoring, and analyzing reports, data, and various work outputs;
10. Review cash/check receipts for each cashier at the end of the day for accuracy;
11. Advises cashiers on check acceptance, cash handling procedures and case corrections in the case management system; and
12. Provide lead worker support to a unit supervisor as directed.

Requirements

Any combination of education and experience which would provide the required knowledge and abilities is qualifying, unless otherwise specified. A typical way to obtain the knowledge and abilities would be:

COURTROOM CLERK III: Two years of experience at a level equivalent to the class of Courtroom Clerk II.

Knowledge of

COURTROOM CLERK II/III:

- Courtroom procedures and protocol;
- Legal terminology, forms and documents;
- English grammar, spelling and punctuation;
- Basic arithmetic including addition, subtraction, multiplication, and division; and
- California statutes related to Superior Court procedures such as the Civil Code of Procedure, Penal Code, Vehicle Code, Welfare and Institutions Code, and Rules of Court.

Ability To

COURTROOM CLERK II/III:

- Prepare and maintain correct legal records of correct proceedings;
- Follow court rules and procedures;
- Accurately summarize the salient points and decisions reached in the course of court proceedings;
- 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;
- Use independent judgment to solve problems and make appropriate decisions;
- Determine priorities and organize workload;
- Work quickly and accurately on multiple tasks in an environment with multiple distractions;
- Establish and maintain cooperative and effective working relationships with those contacted in the course of business;
- Use tact and diplomacy to correct procedural errors during court proceedings;
- Maintain a professional demeanor in formal courtroom settings;
- Write clearly, concisely and legibly;
- Make arithmetic calculations;
- Type at a moderate rate;
- Access and input data into a computer both manually and with a handheld wand;
- Hear, understand and decipher complex courtroom dialogue in a noisy environment;
- Lift, move and carry buckets of documents weighing up to twenty pounds, from floor to waist height and from waist height, overhead;
- Lift, move and store a variety of exhibits of different weights and sizes, such as guns, weapons, drugs, syringes, chemicals, blood vials, and photographs;
- Sit for extended periods of time without standing up;
- Speak loudly and clearly to swear in witnesses and announce verdicts;

Working Conditions

The work environment is professional, generally clean inside buildings with limited 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. The ability to work independently as well as closely with others is required.

Exposure to evidence and testimony which may be disturbing, such as photographs of murder scenes and victims; evidence which may include syringes, drugs, weapons, and blood; defendants and witnesses who may potentially be verbally or physically abusive; allergens such as perfumes and dust; and unpleasant odors such as unwashed people.

Compensation and Benefits

The position of Courtroom Clerk III is classified as represented hourly employment and is compensated according to the following hourly pay range:

Courtroom Clerk III: \$31.55 to \$39.91/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 the Court's Human Resources Department if you would like more specific benefits information.

Selection

Only those candidates who submit a completed application packet ([application, resume and answers to the take home exam](#)) by 5 p.m. on January 29, 2024, and who meet the minimum qualifications will be placed on the eligibility list. The Court reserves the right to use other screening methods for the purposes of this recruitment as appropriate.

Application Materials

Applications are available on our website: <http://www.santacruzcourt.org> (by clicking the link for "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 mailed to the following address:

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

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.

****Please Complete the Exam Questions on the Next Page****

TAKE HOME EXAM

COURTROOM CLERK III

Applicants for the position of Courtroom Clerk III must complete the following exam in addition to submitting an application and resume. Your responses will help provide information about your experience and background as it relates to this position and will be used in the selection process.

Please type or print your responses to the following questions. Please be concise and specific yet thorough enough to convey your capabilities. Please limit your responses to no more than five pages. Neatness, clarity of expression, and ability to follow instructions will be considered in the evaluation process.

QUESTIONS:

- 1.) Please tell us about how your education, job skills and experiences qualify you for this position.
- 2.) You are the lead worker. You are responsible for the initial orientation of a new employee to your unit. What will you include in your orientation? Be specific regarding what you feel is vital information for a new employee to have on his/her first day.
- 3.) Describe your ability to coach/motivate employees in order to help them improve their skills or job performance and or to meet organizational goals and objectives. Please reflect on past experiences if applicable including details about when and where this occurred.
- 4.) An employee from the public window approaches you regarding a customer question. You do not have the answer. How do you proceed?
- 5.) What specifically have you done in your current position that would indicate your ability to be an effective leader? Give us a specific example that demonstrates your leadership skills.
- 6.) This question deals with priorities. Below is a list of issues that present on the first Monday of your supervisor's week-long vacation. Please organize your day in such a way that you will be able to address all the issues. Indicate why you are prioritizing the way that you are. For example, if one issue can be moved to another day indicate why you believe that to be so.

Assume the following: The unit's staffing is as follows: 5 criminal clerks, 5 civil clerks, 10 courtrooms to cover. Two criminal clerks and 2 civil clerks are either in training or on vacation this week

- a. Your supervisor asked that you have a short meeting with staff today to fill them in on a special 18 defendant preliminary hearing that will begin on Thursday.
- b. Your #1 felony clerk broke her leg and called to tell you she was going to be out all week and you need to rearrange your clerks for coverage.
- c. Judge Joe asked you to have a copy of a minute order on his desk by 8:00 this morning.
- d. You have a standing appointment with the division manager for this morning at 9:00.
- e. You have a dental appointment scheduled for today from 11-12:30.
- f. You have a new employee starting today who will require 1 hour of your time beginning at 8:00 before you leave her with another staff member.