

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 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 November 21, 2022**, and who meet the minimum qualifications will be invited to participate in the written exam. Candidates who pass the written exam will be certified to an eligibility list from which the hiring manager will select candidates for interview once there is a vacancy.

Job Recruitment

Family Court Services Clerk (Bilingual Highly Preferred)

About the Position

Under general supervision from the Family Court Services Director, performs a wide variety of complex clerical duties; has knowledge regarding the court's domestic violence, dependency, emancipation, and adoption practices; acts as a liaison for the public and justice partners and performs other duties as required.

Requirements

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.

Minimum Qualifications

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:

- Two years of legal clerical experience
- Bilingual Highly Preferred

LICENSE REQUIREMENTS:

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

Typical Tasks

This one position is located within Family Court Services and is responsible for all clerk and receptionist duties for the unit. Tasks may include, but are not limited to:

- Assists in researching and resolving questions and practices regarding stepparent adoptions, freedom from custody/control, emancipation, marriage of minors, guardianship, and dependency.
- Revises and implements Family Court Services procedures.
- Coordinates services for Family Court Services matter with other areas of the court, interpreters and outside agencies.
- Prepares and examines legal documents.
- Routinely, addresses inquiries from the public and parties.
- Assists in advising judicial officers of Family Court Services specific procedures
- Coordinates criminal background checks for ex parte requests
- Coordinates scheduling and contacts parties regarding upcoming appointments
- Analyses calendar to assist judicial officers in scheduling hearings.



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 11 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.



Knowledge of

Candidates for this position must have the following working knowledge:

- Thorough knowledge of office procedures and practices
- Working knowledge of Legal terminology, forms and documents used in the court system.
- Knowledge of the following areas of law: stepparent adoptions, freedom from custody/control, emancipation, marriage of minors, guardianship, and dependency.

Ability To

Candidates for this position must have the ability to:

- Assist with training staff on Family Court Services processes and protocols
- Format documents using computer programs like Adobe
- Prepare and examine legal documents for completeness and accuracy
- Work with members of the public who are at times upset, demanding or confrontational.

Essential Functions

- Primarily responsible for formatting all Child Custody Recommending Counselor stipulations
- Maintain client files and communications
- Review all Family Court Services case files before court hearing date to ensure file is accurate and complies with procedures and practices
- Assists in advising staff, visiting judicial officers, contractors, and parties regarding family Court Services practices
- Acts as the receptionist for Family Court Services appointments. Aides parties with appointments, Zoom appearances and paperwork requirements.



Working Conditions

The office 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. 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.

Compensation and Benefits

The position of Family Court Services Clerk is classified as a union represented non-exempt position that is compensated according to the following hourly pay range:

Family Court Services Clerk: \$26.63 to \$33.70/hour

*The Bilingual differential for Level 1 is \$0.75 per hour.

(The bilingual exam is conducted by Santa Cruz County and a passing grade is required in order to receive the bilingual differential pay listed above.)

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.