

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 **5:00 p.m. on August 15, 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.

Job Recruitment

Lead Court Clerk

About the Position

Under general supervision, perform a wide variety of legal clerical duties related to receiving and accurately processing large volumes of legal transactions within legally set time limits; assist the public in legal procedures of legal processes; attend court sessions and prepare records of court proceedings in conformance with statutes; policies and procedures; impanel juries, swear in witnesses and juries; maintain exhibits; perform complex legal clerical work and perform other duties as required.

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:

- Two years of experience at a level equivalent to the class of Legal Process Clerk II and/or
- Two years of experience at a level equivalent to the class of Courtroom Clerk II.

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, is required for some positions.

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

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.

DISTINGUISHING CHARACTERISTICS

Lead Court Clerk is reserved exclusively for positions designated as lead-worker while at the same time performing non-lead-worker duties of the same kind and level as Legal Process Clerk II and Courtroom Clerk II, as well as duties of higher complexity. A limited number of established positions are allocated to this level.

TYPICAL TASKS

Positions in this class are located throughout the court in various areas, and depending on the assigned area, perform and/or instruct staff to perform a variety of the tasks listed below. Tasks may include, but are not limited to the following:

1. Legal Processing

- Accept and examine legal documents for accuracy relative to form, format and conformance with legal procedures for filing; certify documents; directly interact with the public including handling counter duties; answer the telephone, take messages, provide information and/or direct callers to the appropriate resource; provide general non-legal information on court policy and procedure; collect fees, fines, and bails; issue receipts; use a variety of computer programs to enter, retrieve, and access information;



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.



- Schedule and calendar cases; issue and recall bench warrants; research various legal codes and rules; prepare copies; issue abstracts of judgment, writs of execution, attachments and judgments by default; enter defaults, dismissals, satisfactions judgments, orders, and decrees;
- Review and prepare case folders and indexes; review orders and judgments for correctness prior to presentation to judges; review case files prior to court date to assure all necessary documents are present and that proper legal procedures have been followed;
- Securely receive, maintain and distribute exhibits and other material introduced at trials; destroy, or execute order for destruction of exhibits or evidence; complete forms according to Department of Justice reporting regulations;
- Maintain jury records; summon and provide information to jurors; speak in front of a large group of people; exercise discretion in granting deferments to prospective jurors;
- Prepare and process appeals in accordance with all applicable statutes; review automated and hard copy case files to determine if a defendant has fulfilled the terms of sentencing and take appropriate action for non-completion;
- Prepare necessary court orders and forms for court action on delinquent accounts; grant allowable extensions to comply; act as a liaison with community service based agencies;
- Track defendant's fulfillment of community service obligations; prepare correspondence and forms; prepare statistical reports; answer telephone inquiries; provide technical assistance to staff; perform other legal clerical assignments as directed; may act as backup to a Courtroom Clerk or other classes on an irregular basis.

2. Courtroom Processing

- 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; notify Jury Commissioner of trial dates to request jurors; impanel juries and take attendance of jurors during trials;
- 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;
- 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;
- 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; record statistics of all hearings and trials;
- Input and access data using a computer terminal; answer phones and take messages; notify attorneys of hearing dates; prepare prospective verdicts for jury trials; and 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.



3. Lead Work

- Act as a lead worker to staff, which includes assisting in the scheduling of staff; prioritizing and assigning work; assisting in scheduling staff; prioritizing and assigning work;
- Assisting with the selection and training of staff; providing information for performance evaluations; providing assistance in resolving complex problems and questions;
- Providing assistance with revising and implementing procedures.

EMPLOYMENT STANDARDS KNOWLEDGE OF:

Thorough knowledge of:

- Office procedures and practices.

Working knowledge of:

- Legal terminology, forms and documents used in the court system;
- English grammar, vocabulary, spelling and punctuation;
- Basic arithmetic, including addition, subtraction, multiplication, and division;
- Functions, procedures, services and jurisdiction of the court;
- Courtroom procedures and protocol;

Some knowledge of:

- Principles of supervision.
- California statutes related to Superior Court procedures including the Civil Code of Procedure, Penal Code, Vehicle Code, Welfare and Institutions Code, and Rules of Court.

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 numerous distractions.
- Meet the public with composure, seek to understand their questions 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.
- 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, from floor to waist height and from waist height, overhead;
- Some positions require sitting for extended periods of time.
- Some positions require standing for extended periods of time.
- Some positions require lifting and moving a variety of exhibits of different weights and sizes, such as guns, weapons, drugs, syringes, chemicals, blood vials, and photographs.
- Prepare and maintain correct legal records of court proceedings;
- Follow court rules and procedures;
- Accurately summarize the salient points and decisions reached in the course of court proceedings;
- 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;
- Hear, understand and decipher complex courtroom dialogue in a noisy environment;
- Speak loudly and clearly to swear in witnesses and announce verdicts;

SPECIAL WORKING CONDITIONS:

The work environment is professional and 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 expectations to produce high-quality work under limited time constraints. The ability to work independently as well as closely with others is required. The person holding this position may at times be exposed to individuals who may be hostile and abusive; allergens such as dust and perfume; and unpleasant odors such as unwashed clothing or body odors. For some positions, evidence and testimony may be disturbing, such as photographs of murder scenes and victims; evidence may include syringes, drugs, weapons, and blood.

Some positions may be assigned to an alternate work schedule which includes evenings, depending upon the schedule of the Courts.



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Compensation and Benefits

The position of Lead Court Clerk 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: \$ 30.03 to \$ 37.99

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.

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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.