

SANTA CRUZ SUPERIOR COURT
COUNTY OF SANTA CRUZ



JOB RECRUITMENT

Law Library Assistant

APPLICATION DEADLINE:

June 30, 2021 at 5:00 pm



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, performs a wide variety of work assisting members of the community in accessing legal resources and library services; helps facilitate circulation and maintenance of the library collection; assists with and provides support with library administrative tasks.

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 service to the public. The court consists of 11 judges, one commissioner, and approximately 130 employees, with an annual budget of more than 15 million dollars.

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

About Santa Cruz



Santa Cruz County has 275,897 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: Santa Cruz, Watsonville, Scotts Valley and Capitola.

Distinguishing Characteristics

This single incumbent class is distinguished from the higher class of Law Librarian in that the latter has the responsibility to plan and supervise all law library services.

Typical Tasks

- Respond to requests from customers in-person, over the telephone, via email, and/or via mail
- Provides information about local court processes and basic court procedures while understanding the concept of unauthorized practice of law.
- Assist and instruct customers in the use of library resources, both in print and electronic
- Provide instruction and assistance with legal research
- Assists in the creation/preparation of legal informational packets
- Assists in the creation/maintenance of informational handouts and library promotional materials
- Assist with data gathering, input and analysis
- Receive, prepare, and process invoices for library materials and services.
- Update and maintain law library materials
- Process new library materials
- Check out books to customers; process returned books; oversee the return of overdue materials
- Assist and instruct customers in the use of library equipment
- Orient new users to library services and facilities
- Perform clerical and administrative tasks as assigned

Requirements

Any combination of training and experience that would provide the required knowledge and abilities is qualifying. A typical 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, or four years of customer service experience.

SPECIAL REQUIREMENTS AND CONDITIONS

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.

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.

Knowledge of

Candidates for this position must have the following working knowledge:

- Effective customer service methods and techniques
- Basic research methods
- General practices, procedures and jurisdiction of California Courts
- Key concepts of law and legal terminology
- Computer applications including Microsoft Word, Excel
- Standard office practices and procedures
- General library services, organization and functions
- Basic telephone and reception desk etiquette
- Basic arithmetic, including percentages and decimals
- Basic cash handling procedures

Ability To

Candidates for this position must have the 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 work load changes within established guidelines
- Ability to maintain composure and remain professional under stress
- Learn legal research methods, such as locating legal reference citations
- Understand, interpret and apply established library policies and procedures
- Recognize and maintain confidentiality of information and reference services
- Perform work with efficiency and accuracy
- Perform work requiring strong attention to detail
- Use sound independent judgment within established guidelines
- Ability to work independently
- Perform office support work, including typing, filing and data entry
- Understand and follow written and oral directions
- Learn new computer technology and applications

Working Conditions

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

Selection

Only those candidates who submit a completed application packet (**application and resume**) by **5:00 p.m. on Wednesday, June 30, 2021**, 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. In the event that the Court receives many applications, it reserves the right to limit the size of the applicant pool by selecting only those most qualified for the position.

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: \$ 22.28 to \$ 28.19 / 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.

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.