

**SUPERIOR COURT OF CALIFORNIA**  
**COUNTY OF SANTA CRUZ**



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**JOB RECRUITMENT:**  
**COURTROOM CLERK**  
**APPLICATION DEADLINE:**  
**JANUARY 12, 2018 @ 3 PM**

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## About the Position



The Superior Court of California, County of Santa Cruz is seeking qualified candidates to fill current openings and establish an eligibility list from which to fill future vacancies for *Courtroom Clerk I* at its Santa Cruz or Watsonville locations.

Under general supervision, Courtroom Clerks 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.

Courtroom Clerk I is the trainee class in this series. Incumbents receive training in courtroom procedures and initially accompany an experienced Courtroom Clerk to trials and hearings to learn techniques for preparing the minutes for court proceedings. Work is closely reviewed until the incumbent has mastered the requirements of the job. An Incumbent Courtroom Clerk I, whose work is satisfactory, promotes to Courtroom Clerk II after one year of service.

## 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 employees, with an annual budget of approximately 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 262,382 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 59,946, is the largest city in the county and is home to the University of California, Santa Cruz. 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, surfing, fishing, golfing, tennis, hiking, etc.) provide a wealth of leisure activities.

## Representative Duties

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 the 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 hearings 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; and may provide vacation or other temporary relief for other classes as required.

## 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 required knowledge and abilities would be:

Two years of legal clerical experience processing legal documents, forms, or records used for court proceedings; or possession of a paralegal certificate. Completion of course work from a law school or completing major course work from an accredited college, university, or business school in a related field, may be substituted on a month-to-month basis, for up to six months of the required two years of experience.

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

## Knowledge of

**Candidates for this position must have the following working knowledge:**

- Office procedures and practices.
- English grammar, spelling, and punctuation;
- Basic arithmetic, including addition, subtraction, multiplication, and division; and
- Legal terminology, forms, and documents.

**Some knowledge of the following is also required:**

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

## Ability To

**Candidates for this position must have the ability to:**

- Prepare and maintain accurate legal records of legal 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;
- 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/Keyboard at a moderate rate of speed;
- Access and input data both manually and with a wand into a computer;
- Hear, understand, and decipher complex courtroom dialogue in a noisy environment; and

- Lift, move, and store a variety of exhibits of different weights and sizes, such as guns, other weapons, drugs, syringes, chemicals, blood vials, and photographs.

## Essential Functions

Specific tasks and duties may vary; however, the following are considered essential functions expected of the *Courtroom Clerk I* position:

- Frequent and ongoing use of a computer terminal;
- Regular contact with people and regular and occasional contact with employees in other court divisions, government agencies, court users, and the public with the ability to converse and respond appropriately to inquiries and requests;
- Periodic to regular lifting, walking, and carrying of files, documents, and other court related materials. Incumbents must have the ability to lift and carry 20 lbs;
- Work with time constraints and under pressure in some situations;
- Sit for extended periods of time without standing; and
- Speak loudly and clearly to swear in witnesses and announce verdicts.

## Working Conditions

The office environment is professional, generally clean inside buildings with some 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.

## Selection

Only those candidates who submit a completed application and resume by 3 p.m. on January 12, 2018, 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.

## Compensation and Benefits

The position of *Courtroom Clerk I* is classified as a union represented non-exempt position that is compensated according to the following hourly pay range:

**Courtroom Clerk I: \$21.91 to \$27.73/hour**

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 [hr@santacruzcourt.org](mailto:hr@santacruzcourt.org) or call (831) 420-2325. The hearing impaired TDD# is (831) 429-5514. Applications and resumes can be emailed to [hr@santacruzcourt.org](mailto:hr@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.