

RECRUITMENT: EXTRA HELP TEMPORARY WORKER
FINAL FILING DATE: MONDAY, MAY 1, 2017



**Superior Court of
California,
County of Santa Cruz**

About the Position



The Superior Court of California, County of Santa Cruz is seeking qualified candidates to perform a wide variety of office tasks that may include assisting in the performance of clerical, technical or manual labor duties; and performs other work as required.

Incumbents in this class are restricted to extra help, non-benefitted, part-time employment status. This is an ideal position for someone re-entering the workforce, a college or high school student or someone seeking part-time or temporary employment. This classification provides practical and meaningful work experience.

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 11 judges, two commissioners, and approximately 126 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.

Typical Tasks

Prepare and maintain files; access computerized information; prepare and place dated files into boxes/storage; lifting/moving boxes; maintain logs; provide general clerical assistance, process closed files for storage on electronic media.

Minimum Qualifications

Any combination of education and experience which would provide the required knowledge and abilities is qualifying unless otherwise specified. 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.

Individuals must be able to lift up to 50 pounds.

Special Requirements/Conditions

Background Investigation: Fingerprinting is required.

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

Ability To

Candidates for this position must have the ability to:

- Perform clerical work requiring judgment and accuracy.
- Follow verbal and written instructions.
- File numerically and alphabetically.
- Establish and maintain cooperative relationships with others contracted in the course of work
- Operate standard office equipment.
- Learn to input and access computerized information.
- Maintain the integrity of the records system.
- Lift and move containers of files weighing up to fifty pounds, and occasionally move boxes weighing up to fifty pounds.
- Bend, reach, and crouch to shelve and retrieve files.
- Stand and walk for long periods of time.

Essential Functions

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

- Frequent and ongoing use of a computer terminal;
- Periodic to regular lifting, walking, and carrying of files, documents, boxes, and other court related materials. Incumbents must have the ability to lift and carry 50 lbs; and
- Work with time constraints and under pressure in some situations

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.

Selection

Only those candidates who submit a completed application packet (**application and resume**) by 5 p.m. on Monday, May 1, 2017, will be considered.

Compensation and Benefits

The position of *Extra Help position* is classified as a non-benefitted position that is compensated at the following rate:

\$10.50/ hourly

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.