

# RECRUITMENT: OFFICE ASSISTANT/COURIER

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 establish an eligibility list from which to fill future vacancies for *Office Assistant/Courier* at its Santa Cruz or Watsonville locations. 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.

*The Office Assistant/Courier* works under general supervision perform varied clerical work of average difficulty; maintain complex central files of records; and perform other duties as required. Upon completion of training, incumbents are expected to exercise proper judgment and solve most problems without assistance.

*Office Assistant/Courier* differs from Legal Process Clerk in that Office Assistant/Couriers are primarily responsible for record maintenance, providing clerical assistance to Legal Process Clerks, and/or providing general office support, including but not limited to, receiving the public and providing information and assistance. Legal Process Clerks perform tasks related to processing legal transactions and assisting the public in the procedures of more complex legal processes.

## 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, two commissioners, 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.

## Typical Tasks

Prepare and maintain files; deliver a variety of items such as files, exhibits, and documents; research and track the location of files manually, by microfilm, and in the appropriate computer system; place documents into appropriate files, and shelve or file numerically; photocopy and collate documents; open, date stamp, sort and distribute mail; access computerized information; request files placed in storage; prepare and place dated files into storage; act as a resource for other employees on files and records maintained; respond to requests for background information; prepare certified mail packets; maintain logs; provide general clerical assistance, which may include public contact; process closed files for storage on microfilm or on other electronic media; may handle money.

## Minimum Qualifications

For Office Assistant/Courier, 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:

One year of clerical experience and the ability to legally operate a motor vehicle and obey all traffic laws

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.

## Special Requirements/Conditions

License Requirements: Possession of a valid California Class C Driver's License

Background Investigation: Fingerprinting is required.

## Knowledge of

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

- Basic office principles and practices.

## 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.
- Operate a motorized vehicle
- Obey traffic laws
- Learn to input and access computerized information.
- Maintain the integrity of the records system.
- Routinely lift and move containers of files weighing up to twenty five pounds, and occasionally move boxes weighing up to forty 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 *Office Assistant/Courier* 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 25 lbs;
- Work with time constraints and under pressure in some situations
- Operate a motorized vehicle and obey traffic laws; and
- Sit for extended periods of time without standing.

## 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 packet (**application and resume**) by 5 p.m. on Monday, May 1, 2017, and who meet the minimum qualifications will be invited to participate in the written exam. Candidates who pass the written exam and whose applications are deemed best qualified will be certified to an eligibility list from which the hiring manager will select candidates for interview once 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 *Office Assistant/Courier* 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:

**\$17.88 hourly up to \$22.62 hourly**

The Court offers a generous benefits package, which includes life insurance, a choice of health plans, dental and vision insurance, membership in the California Public Employees Retirement System (CalPERS), paid holidays, and paid time off. Employees pay a portion of their own CalPERS retirement. Please contact the Human Resources department 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](mailto: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](mailto: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.