

SUPERIOR COURT OF CALIFORNIA
COUNTY OF SANTA CRUZ



JOB RECRUITMENT:
CALENDAR COORDINATOR
APPLICATION DEADLINE:
OCTOBER 13, 2017 @ 5 PM



About the Position



The Superior Court of California, County of Santa Cruz is seeking qualified candidates to fill a full-time Calendar Coordinator position.

Under the direction of a court operations supervisor, coordinates on a daily basis with judicial officers, court staff, and court security to make sure all courtrooms are fully staffed and all calendars are covered and perform other duties as required.

This single position classification receives guidance and leadership from Court management and the judicial officers of the Court and is expected to assist the presiding judge with the master calendar.

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 staff, 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 new 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 City of Santa Cruz, with a population of 54,262, is the largest city in the county. 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, fishing, golfing, tennis, hiking, etc.) provide a wealth of leisure activities.

Representative Duties

1. Assists the presiding judge in coordinating the master calendar; checks with all parties involved in cases to facilitate the calendar process; coordinates with civil calendaring for additions, calls attorneys to determine whether trials may proceed, makes modifications or deletions to the master calendar; notifies all staff and judicial officers concerning future calendar changes; consults with court support staff about the status of upcoming jury trials and prelim settings; and consults with judges about calendar coverage, judges' time off and workload.
2. Confirms attorneys attendance at settlement conferences; handles the logistics for the settlement conferences; consults with attorneys concerning the status of cases; Coordinates with the California Judicial Council to request visiting judges to cover judicial absences; and handles arrangements for visiting judges.
3. Carry on the duties of the American with Disabilities Coordinator to assure that qualified individuals with disabilities have equal and full access to the judicial system. Incumbent must determine what appropriate accommodations are and schedule services accordingly.

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:

- Three years court operations experience.
- Bachelors of Arts or Science preferred.

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.

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

Knowledge of

Candidates for this position must have the following working knowledge:

- Legal terminology, forms, documents, and procedures;
- Office practices and procedures;
- California laws, codes, and ordinances as they apply to the work of the unit;
- Operation, procedures, rules, and jurisdiction of courts;
- Data processing applications related to the courts;
- Word processing systems;

- Caseflow management principles and concepts; and
- Business English, grammar, vocabulary, spelling, and punctuation

Ability To

Candidates for this position must have the ability to:

- Plan and organize work and establish priorities to meet legally set time limits;
- Effectively communicate verbally and in writing;
- Analyze situations, and resolve problems, and think strategically about court operational elements and situations;
- Understand, interpret, and apply a wide variety of court procedures, policies, and statutes;
- Coordinate activities with other divisions, departments, and justice partner agencies;
- Identify the need for and recommend changes to both day-to-day and long-term operations;
- Establish and maintain effective working relationships with those contacted in the course of business;
- Follow complex oral and written instructions;
- Effectively work under demanding time constraints and circumstances;
- Receive and respond to calls and messages after normal business hours on occasion;
- Serve as an effective ambassador for the Court when working with or contacting justice system partners, and court users; and
- Type at a moderate rate of speed to access and input computerized information.

Working Conditions

The office environment is professional, 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 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.

Essential Functions

Specific tasks and duties may vary between assignments, however, the following are considered essential functions expected of the classification:

- 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;
- Dexterity and coordination to handle files and single pieces of paper, occasional lifting of objects weighing up to 10 lbs, such as: files, stacks of paper, reference 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; and
- Standing and sitting for long periods of time is periodically required.

Selection

Only those candidates who submit a completed application packet (application and resume) by 5 p.m. on Friday, October 13, 2017 and who meet the minimum qualifications will be considered for testing. Each candidate's application and resume will be scored and ranked. The top candidates will be selected for testing by the hiring supervisor. The court reserves the right to modify the above outlined selection process based on the size of the qualified applicant pool.

Compensation and Benefits

The position of Calendar Coordinator is classified as represented and is paid according to the following salary range:

Calendar Coordinator
\$26.02 to \$32.93/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 to "Employment"). For additional information please email us at hrinfo@santacruzcourt.org or call (831) 420-2275. Hearing impaired TDD# (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