

SUPERIOR COURT OF CALIFORNIA
COUNTY OF SANTA CRUZ



JOB RECRUITMENT:
COURT SUPERVISOR
APPLICATION DEADLINE:
APRIL 20, 2018 @ 3 PM



About the Position



The Superior Court of California, County of Santa Cruz is seeking qualified candidates to establish an eligibility list for Court Supervisor. Eligibility lists usually remain in effect for one year for non-employee candidates and two years for promotional candidates.

Under direction, Court Supervisors are responsible to oversee, coordinate, review, and evaluate the work of an assigned unit performing a wide variety of activities associated with legal processing and courtroom clerical work; perform the most difficult or complex work of the unit; and perform other duties as required.

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 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

Not all of the tasks listed below are performed by all of the incumbents. Tasks may include, but are not limited to the following:

1. Participates in the selection process of new employees; trains employees in work procedures and helps to develop skills, ability, and knowledge; monitors and evaluates employees' work performance; approves leave time and reviews time sheets; prioritizes and schedules work; coordinates work flow and cross training with the work units.
2. Resolves technical and procedural problems; answers complex and difficult procedural questions related to assigned section; advises attorneys and the general public regarding the status of legal cases and provides procedural information; applies court policy to resolve issues arising from service to the public; performs duties of subordinates as required.
3. Monitors relevant legislation and determines the effect on section procedures; acts as liaison with other courts, local and statewide organizations and agencies.
4. Prepares and maintains statistical and narrative reports related to the activity and work of the assigned unit; provides input into the development of the budget for the assigned unit as requested.
5. Develops and implements procedures and work methods related to the work of the assigned section; makes recommendations for improvements in operation of assigned section; assists in formulation of procedures and training materials.

Requirements

Qualified candidates must possess the required knowledge and abilities (identified below) and must be capable of performing the representative duties and essential functions as described in this brochure. Qualified candidates must also possess a minimum of four years of progressively responsible experience in a court or legal, medical, or professional office environment as a means of obtaining the required knowledge and abilities.

The following work experience is considered highly desirable for all incumbents in the Court Supervisor classification:

- Experience carrying out supervisor or managerial functions in a business setting;
- Experience working in a California trial court setting; and
- Experience as a courtroom clerk.

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, is required for some positions.

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

Knowledge of

Candidates for this position must have a thorough knowledge of the following items:

- Legal terminology, forms, documents, and procedures specific to work in a trial court or legal office setting; and
- Office practices and procedures.

Candidates must have a working knowledge of the following items:

- California laws, codes and ordinances as they apply to the unit supervised;
- Operation, procedures, rules and jurisdiction of the courts;
- Data processing applications related to the courts;
- Word processing systems; and
- Business English, grammar, vocabulary, spelling and punctuation.

Candidates must have some knowledge of the following items:

- Principles and practices of supervision and training;
- Following rules and procedures related to working in a union represented work environment;
- Effective communication techniques for the workplace; and
- Change management and job coaching techniques.

Ability To

Candidates for this position must have the ability to:

- Lead and motivate a team of employees to achieve organizational goals and objectives;
- Organize, supervise, and evaluate the work of staff;
- Plan and organize work, and establish priorities to meet legally set time limits;
- Develop and provide staff training;
- Effectively communicate verbally and in writing;
- Analyze situations and resolve problems and conflicts;
- Understand, interpret, and apply a wide variety of court procedures, policies and statutes;
- Coordinate unit activities with other divisions, departments, and agencies;
- Identify the need for and recommend changes to operations;
- Establish and maintain effective working relationships with those contacted in the course of business;
- Follow complex oral and written instructions;
- Perform the full range of duties performed by the subordinate staff of the assigned

- unit; and
- Type at a moderate rate of speed to access and input computerized information.

Essential Functions

Specific tasks and duties may vary; however, the following are considered essential functions expected of the *Court Supervisor* 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; 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, resume, and supplemental questions) by 3 p.m. on April 20, 2018, and who meet the minimum qualifications will be invited to participate in the exam process. Candidates who then pass the exam will be certified to an eligibility list from which the hiring manager will select candidates for interview once there is a vacancy. The Court reserves the right to modify its selection process based on the number of applications that it receives.

Compensation and Benefits

The position of Court Supervisor is classified as exempt and unrepresented. The position is paid according to the following salary range:

Court Supervisor: \$2,405.60 to \$3,043.71 /bi-weekly

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 the Court's 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 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.

****Please Complete Supplemental Questions Next Page****

SUPPLEMENTAL QUESTIONNAIRE

COURT SUPERVISOR

Applicants for the position of Court Supervisor must complete the following supplemental questions in addition to submitting an application packet (application and resume). Your responses will help provide information about your experience and background as it relates to this position and will be used in the selection process.

Please type or print your responses to the following questions. Please be concise and specific yet thorough enough to convey your capabilities. Please limit your responses to no more than four pages. Neatness, clarity of expression, and ability to follow instructions will be considered in the evaluation process.

QUESTIONS:

- 1.) The effective management of Court records and exhibits is a primary function of court administration. Please describe the depth of your knowledge and work experience handling sensitive records and files where these items were critical to the overall work of the organization. Please include the name of the employer and the dates of your service.
- 2.) Describe your experience training and supervising others. Be specific as to the nature of the training and provide dates and names of employers in your response.
- 3.) Describe your ability to coach/motivate employees in order to help them improve their skills or job performance and or to meet organizational goals and objectives. Please reflect on past experiences if applicable including details about when and where this occurred.
- 4.) By providing examples, demonstrate that you can adapt to a wide variety of people, situations and/or environments.
- 5.) Please describe a situation where you persuaded team members/coworkers to do things your way. What was the effect? If you've not had this experience, please describe how you would approach this type of situation.