

# County of Santa Cruz

INVITES YOU TO APPLY FOR:



## SHERIFF'S RECORDS CLERK

Bilingual (English/Spanish)  
Candidates Encouraged to Apply

Open and Promotional  
Job # 24-BN5-01

Salary: \$4,869 – 6,157 / Month

Closing Date: Friday, July 12, 2024

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### County Equity Statement

*Equity in action in Santa Cruz County is a transformative process that embraces individuals of every status, providing unwavering support, dignity, and compassion.*

*Through this commitment, the County ensures intentional opportunities and access, fostering an environment where everyone can thrive and belong.*

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The Sheriff's Records Clerk class performs a range of general and specialized technical clerical support duties in relation to law enforcement. Law Enforcement Records departments are emergency support departments that maintain complete and accurate records generated by the law enforcement agency they serve. **The current vacancies are in the Main Jail.** The Main Jail is a 24-hour facility, this position is assigned to the secure section of the booking area in the jail. Records clerks assigned to the jail work a 7/12 schedule that consists of twelve-hour shifts, alternating four days and three days per two-week period. Incumbents perform a variety of clerical duties relating to the booking in and the releasing of inmates; maintains inmate files and records including court documents, release records, receiving and responding to questions from the public and outside agencies; to review requests for reports and make determination regarding the release of information. **The list established will be used to fill the current vacancy and it may also be used to fill other vacancies during the life of the eligible list.**



**THE REQUIREMENTS:** Any combination of training and experience that would provide the required knowledge and abilities is qualifying. A typical way to obtain these knowledge and abilities would be:

**One year of experience in general office clerical work that would provide the required knowledge and abilities. Formal secretarial or general office clerical training may be substituted for up to six months of the required experience on an hour-for-hour basis.**

**Background Investigation:** An extensive background investigation including a polygraph examination, drug screen, and Personal History Statement which includes work, legal, driving, financial, and drug possession histories will be conducted. Failure of the background investigation will include but is not limited to one of the following:

1. The commission of any felony involving any federal or state statute.
2. Termination from any employment in the past three years for reasons which are directly related to the abilities and attributes necessary for law enforcement.
3. Any pattern within the past two years of non-payment of debts which resulted in collection action against the candidate.
4. Any incorrect representation or deletion of a material fact on an application.
5. Any verbal misrepresentation or deletion of a fact material to background investigation.
6. Conviction of a felony.

**Any exceptions to the above may be considered on a case-by-case basis.**

**Knowledge:** Working knowledge of office procedures and practices, including filing systems; vocabulary, spelling, grammar, and punctuation.

**Ability to:** Perform varied clerical work involving independent judgment and requiring accuracy and speed; do alphabetic and numeric sorting and filing in maintaining a complex filing system; quickly learn the specific operations of the function to which assigned; spell correctly; understand and follow oral and written directions; establish and maintain cooperative relationships with the public and others contacted in course of work; make simple arithmetic computations; and operate standard office equipment.

**THE EXAMINATION:** Your application will be reviewed to determine if you have met the education, experience, training and/or licensing requirements as stated on the job announcement. If you meet these criteria and are one of the best qualified, you may be required to compete in any combination of written, oral and/or performance examinations or a competitive evaluation of training and experience as described on your application. You must pass all components of the examination to be placed on the eligible list. The examination may be eliminated if there are ten or fewer qualified applicants. If the eligible list is established without the administration of the announced examination, the life of the eligible list will be six months and your overall score will be based upon an evaluation of your application. If during those six months it is necessary to administer another examination for this job class, you will be invited to take the examination to remain on the eligible list.

**HOW TO APPLY:** Apply online at [www.santacruzcountyjobs.com](http://www.santacruzcountyjobs.com) or mail/bring an application to: Santa Cruz County Personnel Department, 701 Ocean Street, Room 510, Santa Cruz, CA 95060. For information, call (831) 454-2600. Hearing Impaired TDD/TTY: 711. Applications will meet the final filing date if received: 1) in the Personnel Department by 5:00 p.m. on the final filing date, 2) submitted online before midnight of the final filing date.

**WOMEN omen, people of color and people with disabilities are encouraged to apply. If you have a disability that requires test accommodation, please call (831) 454-2600.**

To comply with the 1986 Immigration Reform and Control Act, Santa Cruz County verifies that all new employees are either U.S. citizens or persons authorized to work in the U.S.

**EMPLOYEE BENEFITS:**

**ANNUAL LEAVE** - 22 days first year, increasing to 37 days after 15 years of service. Available for vacation and/or sick leave.

**HOLIDAYS** - 14 paid holidays per year.

**BEREAVEMENT LEAVE** - 3 days paid in California, 5 days paid out-of-state.

**MEDICAL PLAN** - The County contracts with CalPERS for a variety of medical plans. For most plans, County contributions pay a majority of the premiums for employees and eligible dependents.

**DENTAL PLAN** - County pays for employee and eligible dependent coverage.

**VISION PLAN** - County pays for employee coverage. Employee may purchase eligible dependent coverage.

**RETIREMENT** - Pension formula 2% at age 60 or 2% at age 62 as determined based on provisions of the CA Public Employees' Pension Reform Act of 2013(PEPRA). Pension benefit determined by final average compensation of three years. County participates in Social Security.

**LIFE INSURANCE** - County paid \$20,000 term policy. Employee may purchase additional life insurance.

**DISABILITY INSURANCE** - Employees in the General Representation Unit participate in the State Disability Insurance (SDI) program. This program is funded 100% by employee payroll deductions.

**DEPENDENT-CARE PLAN** - Employees who make contributions for child or dependent care may elect to have their contributions made utilizing "pre-tax dollars."

**H-CARE PLAN** - Employees who pay a County medical premium may elect this pre-tax program.

**HEALTH CARE FLEXIBLE SPENDING ALLOWANCE (HCFSA)** - Employees may elect this pre-tax program to cover qualifying health care expenses.

**DEFERRED COMPENSATION** - A deferred compensation plan is available to employees.

**Note: Provisions of this bulletin do not constitute an expressed or implied contract.**

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[www.santacruzcountyjobs.com](http://www.santacruzcountyjobs.com)

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