

County of Santa Cruz

INVITES YOU TO APPLY FOR:



PARALEGAL

Supplemental Questionnaire Required

Open and Promotional

Job # 24-JC2-01

Salary: \$5,687 - 7,195 / Month

Closing Date: Friday, August 9, 2024

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.

THE JOB: The Santa Cruz County Counsel's Office is looking for a qualified and motivated paralegal to join our collegial team committed to public service. Under general supervision, this paralegal will assist attorneys with preparing civil cases in State and Federal courts; performing legal research; drafting and reviewing legal documents; assisting with trial preparation; electronically calendaring and filing cases; managing projects and discovery; and performing other duties as assigned. Strong writing and oral communication skills are essential. Previous employment in a municipal or government office is desirable, but not required. **The current vacancy is in the Santa Cruz County Counsel's Office. 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 education and experience, which would provide the required knowledge and abilities, is qualifying, unless otherwise specified. Pursuant to California Business & Professions Code section 6450(c), a paralegal shall possess at least one of the following:

A certificate of completion of a paralegal program approved by the American Bar Association.

OR

A certificate of completion of a paralegal program at, or a degree from, a postsecondary institution that requires the successful completion of a minimum of 24 semester, or equivalent, units in law-related courses and that has been accredited by a national or regional accrediting organization or approved by the Bureau for Private Postsecondary and Vocational Education.

Personnel Department, 701 Ocean Street, Room 510, Santa Cruz, CA 95060

Apply online at: www.santacruzcountyjobs.com

EQUAL OPPORTUNITY EMPLOYER



OR

A baccalaureate degree or an advanced degree in any subject, a minimum of one year of law-related experience under the supervision of an attorney who has been an active member of the State Bar of California for at least the preceding three years or who has practiced in the federal courts of this state for at least the preceding three years, and a written declaration from this attorney stating that the person is qualified to perform legal tasks.

OR

A high school diploma or general equivalency diploma, a minimum of three years of law-related experience under the supervision of an attorney who has been an active member of the State Bar of California for at least the preceding three years or who has practiced in the federal courts of this state for at least the preceding three years, and a written declaration from this attorney stating that the person is qualified to perform paralegal tasks. This experience and training shall be completed no later than December 31, 2003.

Ongoing Education Requirements: As required under Business and Professions code section 6450(d): Every two years, commencing January 1, 2007, any person that is working as a paralegal shall be required to certify completion of four hours of mandatory continuing legal education in legal ethics and four hours of mandatory continuing legal education in either general law or in an area of specialized law. All continuing legal education courses shall meet the requirements of Section 6070. Certification of these continuing education requirements shall be made with the paralegal's supervising attorney. The paralegal shall be responsible for keeping a record of the paralegal's certifications.

Special Requirements/Conditions: Background Investigation: Candidates must have the ability to pass a full background investigation, including a fingerprint check. **Other Special Conditions:** Sworn attorneys may not act in this capacity and must be in an attorney class to act in court. **License:** Possession of a valid California Class C Driver License or the ability to provide suitable transportation which is approved by the appointing authority. **Special Working Conditions:** May work evenings and/or weekends during trial preparation or attending meetings.

Knowledge: Working knowledge of legal procedure, terminology, and documents; principles of legal research and legal writing; Criminal or Civil legal processes and court systems; and principles of ethics and confidentiality rules related to legal practice.

Ability to: Research, analyze and apply legal principles, facts, evidence, and precedents to legal problems; present statements of law and fact clearly, accurately, and logically in written and oral form; communicate effectively both orally and in writing; conduct investigative research; develop and maintain effective relationships with staff members, departmental representatives and the public; learn to input, access and analyze data using a computer; and conduct legal research utilizing automated research systems.

THE EXAMINATION: Your application and supplemental questionnaire 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 and supplemental questionnaire. 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 and supplemental questionnaire. 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 or mail/bring an application and supplemental questionnaire 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, 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.

County of Santa Cruz

www.santacruzcountyjobs.com

LIVE Here

WORK Here

PLAY Here

PARALEGAL - SUPPLEMENTAL QUESTIONNAIRE

The supplemental questions are designed specifically for this recruitment. Applications received without the required supplemental information will be screened out of the selection process. Employment experiences referred to in your response must also be included in the Employment History section of the application.

NOTE: Please answer the question(s) below as completely and thoroughly as possible, as your answer(s) may be used to assess your qualifications for advancement to the next step in the recruitment process.

1. Please indicate how you meet the Paralegal requirements under Bus. & Prof. Code section 6450:

A. A Certification of Completion from a paralegal program approved by the American Bar Association?

___ Yes ___ No

B. A Certificate of Completion from a paralegal program at, or a degree from, a postsecondary institution that requires the successful completion of a minimum of 24 semester or equivalent units in law-related courses and that has been accredited by a national or regional accrediting organization or approved by the Bureau for Private Postsecondary and Vocational Education?

___ Yes ___ No

If you answered "Yes" to A or B, please submit a copy of your certificate in one of the following ways:

- Mail to Santa Cruz County Personnel Department, 701 Ocean St. Room 510, Santa Cruz, CA 95060
- Fax to (831) 454-2411
- Email to personnel@santacruzcountyca.gov Attention: Katherine Lennon

C. A baccalaureate degree or an advanced degree in any subject **and** a minimum of one year of law-related work experience under the supervision of an attorney who has been an active member of the State Bar of California for at least the preceding three years **or** who has practiced in Federal Court for at least the preceding three years?

___ Yes ___ No

D. A high school diploma or general equivalency diploma **and** a minimum of three years of law-related experience under the supervision of an attorney who has been an active member of the State Bar of California for at least the preceding three years **or** who has practiced in the federal courts of this state for at least the preceding three years. Training and experience under this category must have been completed prior to December 31, 2003.

___ Yes ___ No

If you answered "Yes" to C or D, please list the name of the attorney you worked under and whether they would be willing to submit a written declaration stating that you are qualified to perform paralegal tasks.

2. Please describe your training, education, and experience providing support and assistance to attorneys practicing civil litigation and/or government law. Please include in your response: the number of attorneys you have supported, the types of assignments and projects you have handled, and the nature of filings, including specifying the state and/or federal courts.

3. Please describe your experience in drafting court orders, preparing written memorandums, reviewing large volumes of records, and/or summarizing depositions and other legal documents.

4. Please describe any additional work experience that makes you a competitive candidate for this position.