

County of Santa Cruz

INVITES YOU TO APPLY FOR:



SENIOR LEGAL SECRETARY

Supplemental Questionnaire Required

Promotional Only

Job # 24-BH5-01

Salary: \$6,333 – 7,412 / Month

Closing Date: Monday, December 2, 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: Under direction, to serve as Secretary to a Department Head or to coordinate, supervise, and evaluate the work of subordinate legal secretarial and clerical staff; compose, prepare and process the most difficult and complex legal documents in proper format from brief instructions, rough copy or recorded draft; and do other work as required. The current vacancy is with the Santa Cruz County Public Defender'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 training and experience that would provide the required knowledge and abilities is qualifying. A typical way to obtain these knowledge and abilities would be:

Two years of increasingly responsible legal secretarial experience that demonstrates application or possession of the required knowledge and abilities listed below.

Knowledge: Thorough knowledge of office procedures and practices, including preparation of correspondence and reports and filing; vocabulary, spelling, grammar and punctuation; and standard office machine set-ups and formats for business correspondence and reports. Working knowledge of legal terminology forms, documents and procedures; forms and formatting for legal documents; and the organization services, programs and functions of the courts and legal departments. Some knowledge of supervision and training; and the application of data processing to legal office operations may be required for some positions.



Ability to: Plan, assign, schedule, coordinate and evaluate the work of subordinate staff (required for most positions); perform complex and difficult legal clerical work requiring independent judgment, accuracy and speed; prepare legal documents in accepted formats from brief instructions, handwritten, typed or recorded drafts; understand, interpret, explain and apply rules, laws, and regulations, policies and procedures; establish and maintain effective working relationships; understand and follow oral and written directions; make arithmetic computations; maintain records and prepare reports; adjust to workload changes and meet deadlines under pressure of legal deadlines; screen and prioritize correspondence and phone calls; exercise independent judgment and discretion, safeguard the confidentiality of information, and demonstrate tact and diplomacy; work independently; perform routine legal research; process a wide variety of legal documents; compose letters and written responses to inquiries and routine portions of reports; operate word processing equipment and computer terminals to input and access data; and operate standard office equipment.

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.

Some positions may require fingerprinting and/or background investigation.

SENIOR LEGAL SECRETARY – 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 movement to the next step in the recruitment process.

1. Describe your experience working with legal case management systems and processing complex legal tasks. Please be specific about the tasks performed, the computer software used, and your level of proficiency in these areas.
2. Describe your experience working with confidential records.
3. Describe your supervisory experience. Include a description of a difficult problem you faced with a staff member, the steps you took to resolve the problem and what you might do differently if you were faced with a similar circumstance.

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

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