

County of Santa Cruz

INVITES YOU TO APPLY FOR:



CLERICAL SUPERVISOR I

SUPPLEMENTAL QUESTIONNAIRE REQUIRED

PROMOTIONAL ONLY

Job # 26-BD3-01

Salary: \$5,909– 7,483 / Month**

**September 2026 – 3.5% increase to base pay

Closing Date: Monday, August 3, 2026

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, supervise clerical staff performing difficult and responsible clerical functions; and do related work as required. **The current vacancy is a substitute position in the Sheriff's Office. The list established from this recruitment will be used to fill the current vacancy and future vacancies during the life of the list.**

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

THREE YEARS OF RESPONSIBLE CLERICAL EXPERIENCE AT THE JOURNEY LEVEL OR HIGHER. FORMAL SECRETARIAL OR GENERAL OFFICE CLERICAL TRAINING MAY BE SUBSTITUTED FOR UP TO ONE YEAR OF THE REQUIRED EXPERIENCE ON AN HOUR FOR HOUR BASIS.

SPECIAL REQUIREMENTS: Some positions may require successful completion of a performance test that demonstrates keyboard and formatting proficiency.

KNOWLEDGE: Thorough knowledge of office organization, procedures and practices and the operation of standard office equipment; and record keeping systems and formats for business correspondence and reports. Working knowledge of business English, vocabulary, spelling, grammar and punctuation. Some knowledge of the application of automated data processing to business office operations; and principles of supervision and training.

ABILITY TO: Plan, assign, supervise, coordinate and review the work of employees performing a variety of clerical functions; devise and adapt work procedures and record keeping systems to meet changing



needs; understand, interpret and apply laws, rules and written and oral direction to specific situations; communicate clearly and logically, orally and in writing; establish and maintain cooperative relationships with the public and others contacted in the course of work; perform highly complex and difficult clerical work requiring considerable independent judgment; make arithmetic or mathematical computations; accurately type and/or utilize computers to produce finished copy, which may include technical terminology from rough copy, may be required for some positions; and utilize computers to input, access and print data and reports.

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 Human Resources 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 Human Resources 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.

CLERICAL SUPERVISOR I – 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 education, training, and experience as a supervisor, lead, or trainer working with support staff.
- 2.) Describe your experience using software applications and systems in a work setting. Include the software or systems you have used, how you used them, and your level of proficiency.
- 3.) Describe your experience with conflict management. Include your experience handling difficult situations involving staff, people you have collaborated with, and/or members of the public.

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 (HCFA) – 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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