



COUNTY OF SANTA CRUZ

INVITES YOU TO APPLY FOR:

CLERK SERIES

BILINGUAL (ENGLISH/SPANISH)
CANDIDATES ENCOURAGED TO APPLY

Open and Promotional

THE OPTION FOR REMOTE WORK MAY BE AVAILABLE BASED ON THE TYPE OF WORK AND OPERATIONAL NEEDS, UPON SUCCESSFUL COMPLETION OF PROBATION.

CLOSING DATE:

WEDNESDAY, MAY 14, 2025

SALARY:

\$3,777-5,573 / Month

**TO APPLY, GO DIRECTLY TO:
WWW.SANTACRUZCOUNTYJOBS.COM
OR SCAN THE QR CODE**



Women, people of color, and people with disabilities are encouraged to apply.

THE JOB

Under supervision, do a wide variety of clerical work of average to difficult complexity and other related work as required. The eligible list established from this recruitment may be used to fill current and future full-time, part-time, substitute and temporary (extra-help) positions during the life of the eligible list.

Clerk I: 25-BA4-01, Salary: \$3,777-4,683 / Month

THE REQUIREMENTS: No specific training or experience is required.

Required knowledge and abilities can be found here:

<https://www2.santacruzcountyca.gov/personnel/Specs/BA6spec.html>

Clerk II: 25-BA6-01, Salary: \$4,089-5,165 / Month

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

One year of experience in general office clerical work that demonstrates application or possession of the required knowledge and abilities listed below. 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.

Required knowledge and abilities can be found here:

<https://www2.santacruzcountyca.gov/personnel/Specs/BA6spec.html>

Clerk III: 25-BA8-01, Salary: \$4,408-5,573 / Month

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

Two years of experience in general office clerical work that demonstrates application or possession of the required knowledge and abilities listed below. 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.

Required knowledge and abilities can be found here:

<https://www2.santacruzcountyca.gov/personnel/Specs/BA8spec.html>

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: THE PROVISIONS OF THIS BULLETIN DO NOT CONSTITUTE AN EXPRESSED OR IMPLIED CONTRACT.

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