

County of Santa Cruz

INVITES YOU TO APPLY FOR:



RECORDING SERVICES SUPERVISOR

SUPPLEMENTAL QUESTIONNAIRE REQUIRED

Open and Promotional

Job # 26-BU8-01

Salary: \$5,909– 7,483 / Month**

**September 2026 – 3.5% increase to base pay

Closing Date: Friday, August 7, 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, plans, directs and supervises the work of County Recorder clerical staff in the examination, recording, indexing, retrieval, and preservation of legal documents; resolves workflow problems; explains policies and procedures of the Recorder's Office to the general public; and perform related duties as required.

This is a supervisory-level position responsible for supervising and directing the day-to-day clerical activities involved in recording and records search functions. The incumbent spends a substantial amount of time performing technical and complex work involving the interpretation of statutes, rules, and regulations to ensure documents are recorded in accordance with applicable legal requirements.

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 FULL TIME EXPERIENCE WORKING WITH LEGAL DOCUMENTS IN A COUNTY RECORDER'S OFFICE

KNOWLEDGE: Thorough knowledge of principles and techniques of supervision and training; laws, regulations, ordinances and procedures pertaining to legal documents and their formats; methods of recording, researching and compiling information; document preparation, and coping and certifying official records. Working knowledge of automated cashiering, indexing and imaging systems; research methods and techniques; and principles of general office organization, practices and equipment.



ABILITY TO: Supervise, train, plan, assign, and review and evaluate the work of others; process documents according to established procedures; receive and record fees in accordance with established procedures; research, interpret and apply specific laws and ordinances in making decisions as to the legal acceptability of documents presented for filing and to resolve complex customer problems; review documents for correctness of form, sufficiency of information and conformance with legal requirements for filing; establish and maintain effective relationships with those contacted in the course of the work; and communicate effectively, both orally and in writing.

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, Suite 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.

RECORDING SERVICES SUPERVISOR– 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 supervising staff. Include specific examples of how you have trained employees, assigned and monitored workloads, conducted performance evaluations, provided constructive feedback, addressed performance issues, and fostered teamwork.
- 2.) Describe your experience reviewing, processing, and recording documents in a Recorder's Office. What types of documents have you worked with, and how did you ensure they met legal recording requirements before acceptance?
- 3.) What do you believe are the primary responsibilities of a Recorder's Office, and how would you ensure your staff consistently provides accurate, timely, customer-focused, and legally compliant recording services?

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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