

## How To Get A Job

### With Superior Court of California, Santa Cruz

There are 58 superior courts in California, one in each of the 58 counties. Each of the 58 trial courts in California recruits and hires separately. Please contact the specific court that you are interested in working for.

The information provided here is designed to help you understand the recruitment process for obtaining jobs with the Superior Court of California, County of Santa Cruz. The process ensures fairness and objectivity in hiring talented people to participate in the delivery of court services to the public in the county of Santa Cruz.

#### APPLICATIONS

Review the current job bulletins and select the position(s) for which you wish to apply. It is important that you carefully read the job bulletin because it includes information regarding the application and examination process, minimum qualifications, and whether the recruitment is for regular and/or temporary positions.

Complete and submit the required **Superior Court application form** and attach all required materials as listed on the job bulletin. Resumes may be required; if not required, resumes are optional.

Be sure to submit your application materials by the final filing date shown on the job bulletin. The Human Resources Department will only accept applications if received by the final filing date shown on the job bulletin. Postmarks will not be accepted.

Applications will only be accepted for current open recruitments. You must submit a separate application form for each position in which you are interested. If you wish to keep a copy, please make one before you submit your application. If your address or phone number changes after you submit an application, contact the Human Resources Department directly to update your information.

#### When you complete the application:

- Check your application for completeness, including signature and required supplemental materials. Incomplete applications or applications submitted without the required supplemental material may be rejected.
- Complete all sections; do not leave anything blank.
- If you have more information to submit than will fit on the application, add additional pages.
- Do not submit a resume in the place of completely filling out the application or answering the supplemental questions.
- Be sure that the information you provide is clear, concise and legible; type or print carefully; check your spelling and grammar.
- Include volunteer experience, if applicable to the position you are applying for.
- Be thorough and truthful.
- Indicate if you want full-time, part-time, etc. as you will only be considered for the schedules you mark on the application.

#### MINIMUM QUALIFICATIONS

Most Court jobs require that candidates possess job-related education, training and/or experience. The specific requirements for the position are stated in the job bulletin. These minimum qualifications are used to assure that individuals have the necessary knowledge, skills, and abilities to perform the job.

Your application will generally be reviewed within two weeks after the final filing date. This review determines whether you meet the minimum qualifications for the job. All candidates will be notified whether or not they are invited to the next step in the recruitment process.

## **EXAMINATIONS**

If you receive a notice inviting you to the next step in the recruitment process, read the notice carefully. The notice will give you important information concerning the exam, what you need to bring to the exam, where it will be administered and about how long it will take to complete. If you have a question regarding the notice, call the Human Resources Department.

Exams allow you to demonstrate that you possess the knowledge, skills and abilities that are required to perform the job.

Some recruitment processes may include a single exam. Others may include multiple exams. Depending upon the classification and the specific exam plan, you may be required to pass the first exam to qualify to take the next exam. Your final score from the exam(s) determines your rank on the eligibility list.

## **TYPES OF EXAMS**

### **Application Screening**

Applications and supplemental questions are competitively screened based on the minimum qualifications of the job. Responses to supplemental questions, and other types of attachments, may be required for some jobs. When responding to the supplemental questions, be sure to provide thorough responses to each question and provide examples where possible or appropriate.

### **Written Exam**

Written exams are generally multiple choice. Written exams typically test technical knowledge required for the job and other job-related characteristics such as reading comprehension and mathematical abilities. Written exams can take anywhere from one to three hours to complete.

### **Oral Exam**

Oral exams are given by a panel of job experts who interview and rate each applicant based on responses to a standard set of job-related questions. Oral exams are designed to fairly and objectively assess each applicant's qualifications.

### **Performance/Practical Exam**

Performance exams are given to allow applicants to demonstrate a skill or ability that is required to perform the job. Performance/practical exams measure such things as writing skills, physical agility, or the ability to use specific tools and equipment. Examples of practical exams include writing exercises, typing tests and computer skills tests.

### **Exam Scores**

After each exam you will generally receive your exam results in writing within two weeks. If you have any questions about your exam score, please call the Human Resources Department immediately.

## **ELIGIBILITY LISTS**

Eligibility lists are lists of applicants who have successfully completed all of the stages of the testing process. All regular vacancies in the Court are filled from these eligibility lists.

Eligibility lists for open recruitments are valid for one year but may be abolished or extended by order of the Executive Officer.

Your name is placed on the eligibility list according to your rank as determined by your total exam score. When a vacancy occurs, the names of the top ranked candidates from the eligibility list for that position are sent to the hiring department for selection interviews.

## **SELECTION INTERVIEW**

Once you are on an eligibility list, you may be considered for employment. When a vacancy in that job classification occurs, the names and applications of the top ranked candidates are referred to the hiring department. The hiring department will make a selection after interviewing the referred candidates.

If you are called by a department for a selection interview, here are some helpful suggestions:

- Remember, the selection interview is an opportunity for you to show the department that you are the best person for the job and that you are interested in the job.
- Be sure to thoroughly respond to all questions.
- Be relaxed, prompt and dress appropriately.
- If the interviewer does not explain the job, ask for an explanation of duties.
- Ask when you will be notified of the selection.

Hiring departments, not the Human Resources Department, conduct the selection interviews and make the final hiring decision. The hiring department will inform you of the results of the interview either through the mail or by phone.

## **APPOINTMENT**

Once you have been selected by the hiring department and have accepted the preliminary job offer, the next steps of the hiring process take place. Because the job offer is contingent upon the Human Resources Department's receipt and review of information provided by the Department of Justice, you will be sent for fingerprinting prior to receiving a final job offer. If successful in the background review process, your first day of work will be scheduled. On your first day you will take part in an orientation with Human Resources where all initial employment paperwork will be completed and you will be sworn in as a Superior Court employee.

The Superior Court of California is an Equal Opportunity Employer.

Superior Court Human Resources Department

831-454-3370 or 831-454-2395