

THE UNITED STATES BANKRUPTCY COURT Central District of California

POSITION			
AUTOMATION SYSTEMS SPECIALIST (MULTIPLE POSITIONS MAY BE FILLED)			
LOCATION			
LOS ANGELES, CALIFORNIA			
CLASSIFICATION LEVEL/SALARY	OPENING DATE	CLOSING DATE	ANNOUNCEMENT
CL 26/27 \$45,633 - \$81,488	JUNE 2, 2009	UNTIL FILLED	09-06

POSITION OVERVIEW

The Automation Systems Specialist is a hands-on, senior automation support position, with responsibility for maintaining the Court's PC-based hardware/software and data communications equipment. Installs, configures and maintains computer hardware, software and peripherals and interfaces with Network personnel to maintain system security. Provides user support and technical assistance for all court employees; performs troubleshooting, including diagnosing and correcting hardware and software problems. Maintains documentation of hardware/software problems and software and automation inventories. Compiles and analyzes tracking reports, identifying training needs. Manages and directs projects or project phases. Routine travel to other divisions to provide automation assistance required. Occasional extra hours and work schedule flexibility may be required to meet the needs of the court. The Automation Systems Specialist reports to the Help Desk Manager.

QUALIFICATIONS

INTERNAL/ EXTERNAL APPLICANTS

To qualify for the position of Automation Systems Specialist, an applicant must possess two (2) years of specialized experience, including at least one year equivalent to work at the CL 25 level. Specialized experience is defined as progressively responsible experience related to the technical aspects of data processing, office automation, and data communications and their applications, terminology and methodology. Position requires technical knowledge of Windows, Novell, NT and PC-and server-based hardware/software. This experience should include the accomplishment of computer project assignments that involved systems analysis, design, programming, implementation, integration and management. Applicants will be evaluated based upon the degree to which they possess the following: the ability to plan, organize and prioritize work in an effective and timely manner; experience with supporting Novell Netware, DOS, Windows, MS Office, WordPerfect, Lotus Notes, UNIX, TCP/IP; knowledge of FoxPro and Track-It; good written and analytical skills; excellent interpersonal and teamwork skills. Certifications in CompTIAA+, Network+, and Microsoft Certified Desktop Support Technician preferred.

EDUCATION

Completion of a Bachelor's Degree in Computer Science, Management Information Systems, or related field is highly desirable. Education in accredited college or university institutions may be substituted for the general experience on the basis of one academic year (30 semester or 45 quarter hours) equals nine months of experience. High School Diploma, GED, or the equivalent is required.

PLEASE NOTE: Educational transcripts must be submitted for verification prior to start of employment.

BENEFITS

The United States Bankruptcy Court offers a generous benefits package to full-time permanent employees which may include:

10 Paid Holidays	Paid Sick Leave
13 Days Paid Vacation (for the first three years)	Retirement
20 Days Paid Vacation (after three years)	Life Insurance Options
26 Days Paid Vacation (after fifteen years)	Thrift Savings Plan
Medical Coverage	Credit Union Participation
Eligible for Long Term Disability Plan Options	Long Term Care Options
Flexible Spending Account Options	

The United States Bankruptcy Court offers Flexible Spending Plans for Health Care Reimbursement and Dependent Care Reimbursement.

INFORMATION FOR APPLICANTS

Please submit resume and/or application to the Human Resources Department located at 255 East Temple Street, 10th Floor, Los Angeles, CA 90012. Applications may be obtained in the Human Resources Department at the address listed above, or by calling the 24 hour job information line at (213) 894-3129 or by visiting our website at www.cacb.uscourts.gov. Applications and resumes may be faxed to (213) 894-7498.

The Court reserves the right to modify the conditions of this job announcement, or to withdraw the job announcement, or to fill the position(s) sooner than the closing date, if a closing date is shown, any of which actions may occur without any prior written or other notice. This job announcement may involve filling more than one position described herein. This position is subject to mandatory EFT participation for payment of net pay (i.e., Direct Deposit). Successful applicants selected for interview may be required to respond to a written questionnaire. The United States Bankruptcy Court requires employees to adhere to a Code of Ethics and Conduct which is available to applicants for review upon request. The final candidate will be subject to a records check with law enforcement agencies. Verification of employment eligibility according to the Immigration Control and Reform Act of 1986 will be required of all new employees of the Bankruptcy Court.

The United States Bankruptcy Court is an Equal Opportunity Employer. The Ninth Circuit EEO Plan is available for review upon request. We appreciate your interest in employment with the United States Bankruptcy Court.

JOB INFORMATION MAY BE OBTAINED BY CALLING (213) 894-3129