

**THE UNITED STATES BANKRUPTCY COURT  
Central District of California**

<b>POSITION</b>			
PROPERTY AND FACILITIES TECHNICIAN - TEMPORARY (MULTIPLE VACANCIES MAY BE FILLED)			
<b>LOCATION</b>			
LOS ANGELES, CALIFORNIA			
<b>SALARY/TARGET GRADE</b>	<b>OPENING DATE</b>	<b>CLOSING DATE</b>	<b>ANNOUNCEMENT</b>
CL 23/24 \$ 32,605 - \$ 58,704	JULY 24, 2008	UNTIL FILLED	08-22

**POSITION OVERVIEW**

The Property and Facilities Technician performs duties related to the daily mail, office supplies, and facilities needs of the Court. The Property and Facilities Technician, CL23, is responsible for picking up incoming mail from the local post office; processing and routing all inter-office and outgoing mail via U.S. mail, UPS, Federal Express, and other couriers; and assisting with the organization and/or distribution of office supplies. In addition to the above duties the Property and Facilities Technician, CL 24, is responsible for assisting in the reconfiguration and modification of unitized work stations and free standing furniture modules; troubleshooting and repairing furniture and equipment; responding to requests for products or services by conducting market research to obtain prices and reviews of available products; performing cost analyses to identify quality goods for the Court; following up on purchase orders, ensuring appropriate and timely delivery of goods and services and providing feedback to requesters; and other duties as assigned. The Property and Facilities Technician reports to the Office Services Manager.

**QUALIFICATIONS**

**EXTERNAL/INTERNAL CANDIDATES**

To qualify for the position of Property and Facilities Technician at the CL23, an applicant must be a high school graduate. To qualify for the position of Property and Facilities Technician an applicant must possess one (1) year specialized experience equivalent to work at the CL 23 level. Specialized experience is progressively responsible clerical or administrative experience that involved the routine use of keyboard skills and use of specialized terminology, and demonstrated ability to apply a body or rules, regulations, directives or laws. The ability to plan, organize and prioritize work in a effective and timely manner is highly desirable. Prior court experience desirable. Valid California drivers license and automobile insurance required. Applicant must possess the ability to lift heavy boxes or objects weighing up to 80 pounds.

## EDUCATION

Completion of a Bachelor's Degree in business, accounting, public administration 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	Flexible Spending Account Options
Long Term Care Options	

## INFORMATION FOR APPLICANTS

Please submit resume 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 Office 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.cacbc.uscourts.gov](http://www.cacbc.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. Position may be converted to permanent without further competition. 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**