



CAREER OPPORTUNITY

UNITED STATES BANKRUPTCY COURT
Central District of California

Los Angeles Division
255 E. Temple Street
Los Angeles, CA

Santa Ana Division
411 West Fourth Street
Santa Ana, CA

Riverside Division
3420 Twelfth Street
Riverside, CA

San Fernando Valley
21041 Burbank Boulevard
Woodland Hills, CA

Northern Division
1415 State Street
Santa Barbara, CA

POSITION	POSITION OVERVIEW
ADMINISTRATIVE SPECIALIST (INTERNAL CLERK'S OFFICE APPLICANTS ONLY)	<p>The Administrative Specialist performs and coordinates administrative, technical, and professional work related to the Administrative and Operations areas of the Court.</p>
LOCATION	<p>The Administrative Specialist provides support for such functions as Human Resources, Information Technology, Procurement, Property Management, Space and Facilities, Office Services, Budget, Court Operations, and Analysis and Information. The Administrative Specialist also provides operational support related to case processing and management.</p>
LOS ANGELES, CA	<p>Duties of the position include designing and conducting studies; analyzing the results; researching solutions for any problem identified; and presenting recommendations in a written and/or oral format to Executive Management.</p>
SALARY	<p>The following areas and responsibilities are representative of those in which the Administrative Specialist will be involved: assisting in performing internal reviews and interpreting the results; assisting in developing and preparing the Court's annual spending plan and analyzing spending patterns to ensure compliance with the plan; researching and analyzing operational and administrative questions and identifying areas that can be improved; analyzing data from operations and administrative areas of the Court and developing reports/presentations/recommendations/solutions to Executive Management based on this analysis; serving as project lead on special projects; assisting in the design of studies, the analysis of the data collected, and the presentation of the recommendations resulting from studies; researching and preparing point papers, reports, newsletters, presentations, manuals, surveys, and correspondence for a wide-range of audiences; assisting in the development, implementation, and coordination of the Court's Emergency Preparedness Program; providing support in the development and implementation of the Court's records and information management program for both administrative and case related records; and developing, monitoring, and interpreting reports that can be used to improve the management of bankruptcy cases.</p>
CL 27 \$ 52,169 - \$ 84,823	
OPENING DATE	
OCTOBER 19, 2015	
CLOSING DATE	
NOVEMBER 2, 2015	
ANNOUNCEMENT	
16-01	

QUALIFICATIONS

To qualify for the position of Administrative Specialist, an applicant must possess two (2) years of specialized experience, including one (1) year equivalent to work at the CL 25 level. Specialized experience is progressively responsible clerical or administrative experience which demonstrates the particular knowledge, skills, and abilities to successfully perform the duties of the position and involves the routine use of automated software and word processing, data entry, and report generation. The Administrative Specialist applies analytical and evaluating techniques to the identification, consideration, and resolution of issues or problems of a procedural or factual nature. Successful applicants must be self-directed and have exceptional organizational, time management, and written and oral communication skills. Proficiency in a Windows environment is required. Experience in financial and procurement functions is preferred.

EDUCATION

Completion of a Bachelor's Degree in business, accounting, public administration, or related field is highly desirable. Education in an accredited college or university institution may be substituted for general experience on the basis of one academic year (30 semester or quarter hours) equals nine months of experience. High School Diploma, GED, or the equivalent is required.

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

BENEFITS

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

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

INFORMATION FOR APPLICANTS

Applications should be submitted 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, 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, withdraw the job announcement, or 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 is an at-will employer and 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