



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
CASE MANAGEMENT ADMINISTRATOR	<p>The Case Management Administrator is a position that works in a team-based environment as part of the division's Operations Team. The specific duties of the Case Management Administrator include, but are not limited to the following: receiving and reviewing documents to determine compliance with appropriate rules, practices, and/or court requirements; cashiering fees, reconciling receipts, and balancing cash drawer against daily transactions; performing customer service duties on-site and/or by telephone; providing basic procedural information; maintaining official summary of pleadings on the case docket; making timely and accurate summary entries of all documents and proceedings submitted to the court; calendaring and noticing dates and times for hearings, trials, and conferences; ensuring automated entries are appropriately linked for proper case management; preparing documents such as notices, judgments, and orders, and transmitting to appropriate parties; performing Electronic Court Recording; processing audio and transcript requests; performing fiscal duties; and other job-related duties as assigned.</p>
LOCATION	
SANTA BARBARA, CA	
SALARY	
CL 24/25 \$ 39,596 - \$ 71,069	
OPENING DATE	
OCTOBER 19, 2016	
CLOSING DATE	
NOVEMBER 2, 2016	
ANNOUNCEMENT	
17-01	

QUALIFICATIONS

To qualify for the position of Case Management Administrator, at the CL 24 level, an applicant must possess a minimum of two (2) years specialized experience, including one (1) year equivalent to work at the CL 23 level. For the CL 25 level, an applicant must possess two (2) years of specialized experience, including one (1) year of specialized experience equivalent to work at the CL 24 level. Specialized experience is progressively responsible clerical experience requiring the regular and recurring application of clerical procedures involving the routine use of keyboard skills and use of specialized terminology, and demonstrated ability to apply a body of rules, regulations, directives, or laws. Applicants must possess excellent communication and interpersonal skills, an even temperament, and promote teamwork in the workplace; professionally represent the court in communications with attorneys, trustees, debtors, and the public; handle, plan, organize, and prioritize large volume of work; use tact, sound judgment, and initiative within established policy and procedural guidelines; and establish, maintain, and foster a positive and productive working relationship within a versatile team environment. Applicants must have the ability to handle a voluminous workload, excellent organizational and interpersonal skills, and be proficient in a Windows environment. Applicants should have a high level of skill in many functions, and will be called upon regularly to perform a wide range of duties in the Divisional Office.

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 temporary 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, 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. Temporary positions 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 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