



# 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
COURTROOM DEPUTY - TEMPORARY DETAIL (INTERNAL CLERK'S OFFICE STAFF APPLICANTS ONLY)	The Courtroom Deputy works in a team-based environment and serves as the primary liaison to an assigned judge and is responsible for managing the judge's calendar.
LOCATION	
RIVERSIDE, CA	The Courtroom Deputy performs the following duties: managing the judge's cases by calendaring and monitoring case progress; monitoring the filing of pertinent documents and timely responses to judicial orders; setting dates and times for hearings, trials, and conferences; making summary entries of all documents and proceedings; closing cases; preparing and transmitting notices, judgments, and orders; processing, sorting, and routing documents; answering inquiries from trustees, attorneys, and the public; examining bankruptcy documents for compliance with Local Rules and the Bankruptcy Code; operating court recording and video conferencing equipment; labeling, and controlling hearing data; and preparing written requests for transcripts. Extensive interaction with the assigned judge is required. Position may require working occasional evening hours. Length of detail to be determined.
SALARY	
CL 27 \$ 52,902 - \$ 85,989	
OPENING DATE	
JULY 25, 2016	
CLOSING DATE	
AUGUST 08, 2016	
ANNOUNCEMENT	
16-10	

## QUALIFICATIONS

To qualify for the position of Courtroom Deputy, an applicant must possess two (2) years of specialized experience, including one (1) year of specialized experience equivalent to work at the CL 26 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 have the ability to professionally represent the court in communications with attorneys, trustees, debtors, and the public; handle a large volume of work and be able to plan, organize, and prioritize work; and work successfully within a versatile team environment. Applicants must be proficient in a Windows environment.

## 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](http://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 extended or 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