



# 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
OPERATIONS MANAGER (INTERNAL CLERK'S OFFICE APPLICANTS ONLY)	The Operations Manager is responsible for managing and overseeing the operations of the divisional office. Specific duties include, but are not limited to: plans, organizes, directs, evaluates, analyzes, and coordinates the activities and functions of the division; fosters and maintains an environment that promotes high morale, productivity, quality and customer service; implements operational practices to increase the effectiveness and efficiency of the division's functions including Case Initiation, Courtroom Services, Fiscal, etc.; develops and administers performance management plans with employees; resolves employee complaints, and administers disciplinary actions when required; oversees space and facilities issues; gathers and analyzes data; prepares statistical and other reports; interacts effectively with judges and chambers staff and develops positive relationships to ensure work flows smoothly and efficiently; coordinates and assists with outreach functions and programs; and serves on district-wide committees as needed. This position reports to the Chief Deputy of Operations. Travel to Los Angeles and other divisional offices is required.
LOCATION	
SANTA ANA ,CA	
SALARY	
CL29 \$ 73,619 - \$ 119,702	
OPENING DATE	
November 10, 2014	
CLOSING DATE	
November 21, 2014	
ANNOUNCEMENT	
14-19	

## QUALIFICATIONS

To qualify for the position of Operations Manager, the applicant must possess three (3) years of specialized experience including at least one (1) year equivalent work at the CL 28 level. Specialized experience is progressively responsible administrative, technical, professional, supervisory, or managerial experience that provided an opportunity to gain skill in dealing with others in person-to-person work relationships; the ability to exercise mature judgment; and a thorough knowledge of the basic concepts, principles, and theories of management and the ability to understand the managerial policies applicable to the Court. Specialized experience in case initiation, administration, and automation is highly preferred. The ability to plan, organize, and prioritize work in an effective and timely manner is required. Applicants must be able to professionally represent the Court in communications with attorneys, debtors and the public. Excellent interpersonal, teambuilding, and project management skills required. Extensive working knowledge of bankruptcy rules and procedures is desirable.

## 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, or 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, 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