



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
PROPERTY AND FACILITIES TECHNICIAN(CLERK'S OFFICE INTERNAL APPLICANTS ONLY)	The Property and Facilities Technician performs duties related to the daily mail, office supplies, and facilities needs of the Court. Responsibilities include, but are not limited to: picking up incoming mail from the local post office; processing and routing all inter-office and outgoing mail; assisting with the organization and/or distribution of office supplies; 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; preparing and reviewing Reimbursable Work Authorizations (RWA's) for court projects; working directly with the local General Services Administration (GSA) field office regarding facilities related issues, including building maintenance, construction projects and emergency planning; assisting in the planning and completion of furniture procurement, and minor tenant alteration projects; tracking and monitoring construction costs, and RWA's; receiving and storing property; and maintaining and reconciling property records. The Property and Facilities Technician reports to the Office Services Supervisor.
LOCATION	
LOS ANGELES, CA	
SALARY	
CL 25/26 \$ 42,699 - \$ 76,455	
OPENING DATE	
AUGUST 14, 2014	
CLOSING DATE	
AUGUST 25, 2014	
ANNOUNCEMENT	
14-19	

QUALIFICATIONS

To qualify for the position of Property and Facilities Technician, an applicant must possess two (2) years of specialized experience, including one (1) year equivalent to work at CL 24. 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 of rules, regulations, directives or laws. The successful applicant should be familiar with the General Services Administration (GSA) organization and regulations, possess excellent analytical, organizational and time management skills, the ability to establish time schedules for completion of projects, in addition to excellent written and verbal communication skills to effectively interact with Judges, contractors, vendors, ect. Applicants should be familiar with AutoCAD software and other software programs relevant to this type of work, including automated property/inventory control systems. The ability to plan, organize and prioritize work in an effective and timely manner is highly desirable. 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 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, 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