



CAREER OPPORTUNITY

UNITED STATES BANKRUPTCY COURT
Central District of California

POSITION

OPERATIONS MANAGER
(INTERNAL CLERK'S OFFICE
APPLICANTS ONLY)

LOCATION

WOODLAND HILLS , CA

SALARY/TARGET

CL29
\$ 73,619 - \$ 119,702

OPENING DATE

FEBRUARY 13, 2014

CLOSING DATE

FEBRUARY 24, 2014

ANNOUNCEMENT

14-04

POSITION OVERVIEW

The Operations Manager is part of senior management and is responsible for managing and overseeing the operations of the divisional office. Specific duties include, but are not limited to, the following: 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 Deputy-in-Charge. The successful candidate will retain their current employment status as either a temporary or permanent employee.

QUALIFICATIONS

To Qualify for the position of Operations Manager, the applicant must possess two (2) 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 desirable. 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. 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. 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