



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
TECHNOLOGY SPECIALIST (INTERNAL CLERK'S OFFICE APPLICANTS ONLY)	<p>The IT Technology Administration Division is responsible for the management and planning of a variety of district-wide information technology programs to include information security, internal controls/compliance, budget, business continuity, property management, procurement, and technical writing in addition to managing the day-to-day operations of the Help Desk. The Technology Specialist serves as the principal assistant to the Administrative Manager and will perform and coordinate administrative, technical, and professional work related to delivery and support of information technology programs throughout the district. Responsibilities include, but are not limited to: executing a comprehensive information technology compliance/internal controls program; ensuring compliance with internal policies and procedures, as well as with external requirements imposed by law, Judicial Conference policy, and other policies and regulations; writing, reviewing, editing, and updating information technology manuals, guides, processes, procedures, policies, and forms used by the Court; serving as a member of the Court's IT Security team, coordinating and implementing local security policies, processes, and technologies that are consistent with the national Information Security program; serving as an IT Contracting Officer Representative, preparing purchase requests, statements of work, and independent government contract estimates, as well as reconciling invoices; conducting in-depth research, management studies, and other assessments involving complex issues related to the Court's information technology program; and providing staff support to Court committees and advisory groups. The successful candidate will retain his/her current employment status as either a temporary or permanent employee.</p>
LOCATION	
LOS ANGELES, CA	
SALARY	
CL 27 \$ 51,645 - \$ 83,994	
OPENING DATE	
JULY 25, 2014	
CLOSING DATE	
AUGUST 8, 2014	
ANNOUNCEMENT	
14-18	

QUALIFICATIONS

To qualify for the position of Technology Specialist, an applicant must possess two (2) years of specialized experience, including one (1) year equivalent to work at the CL 26 level. Specialized experience related to the technical aspects of data processing, office automation, information security, and data communications. Applicants must possess excellent communication and interpersonal skills, an even temperament, and promote teamwork in the workplace. Additionally, an applicant must possess strong technical writing skills; the ability to handle a large volume of work and be able to plan, organize, and prioritize work; use tact, sound judgment, and initiative within established policy and procedural guidelines; and establish, maintain, and foster positive and productive working relationships with other IT staff. Experience supporting all of the following: Windows 7, Active Directory, Microsoft Office, PC deployment, Antivirus management, Remote User Tools, Networking, VPN, and TCP/IP troubleshooting preferred. Experience supporting non-Windows based operating systems (Mac OS X, Linux, iOS, Android, etc.), possession of one or more Information Technology certifications (CompTIA A+, Network +, Security +, Microsoft Certified Professional); and participation in a leadership development course or program (Paths to Success, Gateway, etc.) is highly desirable.

EDUCATION

Completion of a Bachelor's Degree in business, information systems, 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