



CAREER OPPORTUNITY

UNITED STATES BANKRUPTCY COURT
Central District of California

POSITION

COURTROOM DEPUTY -
(MULTIPLE POSITIONS MAY BE
FILLED, INTERNAL APPLICANTS
ONLY)

LOCATION

SANTA ANA, CA

SALARY/TARGET

CL27
\$ 51,645 - \$ 83,994

OPENING DATE

JANUARY 16, 2014

CLOSING DATE

JANUARY 27, 2014

ANNOUNCEMENT

14-01

POSITION OVERVIEW

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.

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, controlling, and hearing data; and preparing written requests for transcripts. Extensive interaction with the assigned judge is required. Position may require working occasional evening hours.

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 possess excellent communication and interpersonal skills, an even temperament, and promote teamwork in the workplace; 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; use tact, sound judgment and initiative within established policy and procedural guidelines; and establish, maintain, and foster a positive and productive working relationship 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, 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, 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. Position 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