



# 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
EXECUTIVE ASSISTANT (INTERNAL CLERK'S OFFICE APPLICANTS ONLY)	<p>The Executive Assistant is responsible for providing high-level administrative support and a variety of administrative services essential to the direction and operation of the Chief Deputy of Administration's office.</p> <p>Responsibilities include, but are not limited to: drafting and proofing correspondence; coordinating multi-department projects; preparing of complex reports; coordinating meetings and meeting locations; recording and maintaining meeting minutes; prioritizing tasks; maintaining an extensive electronic filing system; maintaining records; monitoring due dates and deadlines and following up when necessary; sorting and distributing incoming mail; screening telephone calls and visitors; scheduling appointments; making travel arrangements and preparing travel vouchers; preparing meeting folders with all required materials; and maintaining and updating daily schedules. The Executive Assistant interfaces with all levels of management, including Judges. This position requires decorum and the ability to maintain confidentiality. The Executive Assistant works in a collaborative team-based environment and will provide back-up coverage for the Executive Officer/Clerk of Court's office. Additionally, the Executive Assistant works closely with Executive Management team.</p>
LOCATION	
LOS ANGELES, CA	
SALARY	
CL 25/26 \$ 43,727 - \$ 78,257	
OPENING DATE	
JANUARY 7, 2016	
CLOSING DATE	
JANUARY 21, 2016	
ANNOUNCEMENT	
16-02	

### QUALIFICATIONS

To qualify for the position of Executive Assistant at CL 25, an applicant must possess two (2) years of specialized experience, including at least one (1) year equivalent to work at the CL 24 level. To qualify at CL 26, an applicant must possess 3 years specialized experience, including at least one (1) year equivalent to work at the CL 25 level. Specialized experience is progressively responsible experience that includes, or closely related to, the work of the position that has provided the particular knowledge, skills, and abilities to successfully perform the duties of the position. Court preferred skills: the ability to communicate effectively, both verbally and in writing; accurate typing; the ability to handle and prioritize a large volume of work in a fast-paced environment; and proficiency in Word, Excel, PowerPoint, Adobe Acrobat, and Windows.

## 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](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