



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
NETWORK SPECIALIST (TEMPORARY)	<p>The Network Specialist will provide technical support to the Court's Local Area Network (LAN), including wired and wireless network systems, data backup, and user account maintenance. The Network Specialist will also spend significant time creating network documentation, as well as providing updates to existing network documents. Specific duties include, but are not limited to the following: Windows account maintenance; LotusNotes and Cisco VPN account maintenance; Wireless Network equipment (Cisco) maintenance; data backup and restore using Backup Exec for Windows, monitor status and support the MS-WSUS, Symantec AntVirus, Cisco Switches and APC UPS; create and/or update documentation on Network configurations and procedures. The Network Specialist will possess knowledge and experience on multiples of the following: HP Proliant Series Servers; Cisco Catalyst switches; Cisco Wireless Control System (WCS); MS-Active Directory, MS-WSUS; APC Symmetra Systems; Symantec Backup Exec; Lotus Domino. Proficiency in the use of Microsoft Visio highly desirable. Attention to detail and strong writing skills are also a plus.</p>
LOCATION	
LOS ANGELES, CA	
SALARY	
CL 27 \$ 52,169 - \$ 84,823	
OPENING DATE	
FEBRUARY 24, 2015	
CLOSING DATE	
MARCH 11, 2015	
ANNOUNCEMENT	
15-05	

QUALIFICATIONS

To qualify for this temporary Network Specialist position, an applicant must possess a minimum of two (2) years specialized experience as a Network Administrator or a certification as a Microsoft Certified Solutions Expert (MCSE) along with a minimum of two (2) years of work experience in Information Technology. Specialized experience is progressively responsible administrative, technical, professional, or supervisory 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. The candidate must possess the ability to analyze problems and assess the practical implications of alternate solutions. Must have outstanding organizational and interpersonal skills for dealing with judges, managers, and subordinates. Excellent written and oral communication skills required. Applicants must be able to plan, organize, and prioritize work in an effective and timely manner.

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, 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. 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