



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
OPERATIONS SUPERVISOR (INTERNAL CLERK'S OFFICE APPLICANTS ONLY)	<p>The Operations Supervisor serves as the first line supervisor and is responsible for overseeing the effective performance of the Santa Ana Division of the Clerk's Office. This position requires a combination of technical experience related to the work being supervised and professional or supervisory experience related to leading a team of employees who perform a variety of duties including: case opening, case management, digital court recording, and calendaring. The following areas and responsibilities are representative of those in which the Operations Supervisor will be involved:</p> <ul style="list-style-type: none"> • Oversees the progression of bankruptcy cases, using the Case Management/Electronic Case Filing (CM/ECF) system; • Establishes short and long term work schedules, priorities, and deadlines to ensure the completion of the assigned work; • Monitors productivity and work quality and makes recommendations for improvement as necessary; • Develops and recommends policies and procedures related to case management and assists with the implementation of such procedures; • Instructs, coaches, and develops employees; • Prepares performance evaluations and counsels employees regarding performance issues; • Resolves personnel issues and initiates disciplinary actions when appropriate; and • Promotes and maintains a work environment that encourages teamwork and effective communication. <p>The Operations Supervisor reports to the Operations Manager.</p>
LOCATION	
SANTA ANA, CA	
SALARY	
CL 28 \$ 63,402 - \$ 103,076	
OPENING DATE	
DECEMBER 5, 2016	
CLOSING DATE	
DECEMBER 19, 2016	
ANNOUNCEMENT	
17-05	

QUALIFICATIONS

To qualify for the position of Operations Supervisor, an applicant must possess three (3) years of specialized experience, including at least one (1) year equivalent to work at the CL 27 level. Specialized work experience is progressively responsible clerical or administrative experience requiring the regular application of procedures that demonstrate the ability to apply a body of rules, regulations and directives, or laws and involve the routine use of specialized terminology and automated software. The specialized work experience must have included progressively responsible supervisory or managerial experience that provided an opportunity to gain skill in developing interpersonal work relationships needed to lead a team of employees, ability to exercise mature judgment, knowledge of the basic concepts, principles and theories of management and, the ability to understand the managerial policies of the Court. Successful applicant must have strong leadership and organizational skills, excellent team building and interpersonal skills, and solid oral and written communication skills.

EDUCATION

Completion of a Bachelor's Degree in business, accounting, public administration or related field is highly desirable. Advanced degree highly preferred. Education in an accredited college or university 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. MSU Judicial Administration Program coursework, completion of Court sponsored and FJC management development and leadership training programs desirable.

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. 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