



# 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
PROPERTY AND FACILITIES TECHNICIAN (TEMPORARY, NOT TO EXCEED 9/30/16)	<p>The United States Bankruptcy Court in Los Angeles, CA has an immediate need for a temporary Property and Facilities Technician who will be responsible for assisting with the disposal of the Court's excess property in anticipation of an upcoming relocation project. Specific duties may include: reviewing and editing excess and surplus property reports; assisting with the excessing and disposing of IT court property; maintaining, reviewing, and editing accountability records of the types, locations, and conditions of property that is to be disposed of; compiling and distributing excess and surplus property bulletins, catalogs, advertisements, or invitations to bid; providing information on property disposal procedures, regulations, and practices; routing technical assistance; writing simple property descriptions; lotting property (i.e., determining the number and types of property to dispose of together as a unit); and screening property lists to fill agency requests. The Property and Facilities Technician reports to the Project Specialist. Extension of this position is dependent upon available funding.</p>
LOCATION	
LOS ANGELES, CA	
SALARY	
CL 24/25 \$ 39,596 - \$ 71,069	
OPENING DATE	
June 20, 2016	
CLOSING DATE	
July 1, 2016	
ANNOUNCEMENT	
16-08	

## QUALIFICATIONS

To qualify for the position of Property and Facilities Technician, an applicant must possess two (2) years of specialized experience, including one (1) year equivalent to work at CL 23. Specialized Experience is progressively responsible clerical or administrative experience that involved the routine use of computer skills and use of specialized terminology and demonstrated ability to apply a body of rules, regulations, directives, or laws. The successful applicant should be familiar with the General Services Administration (GSA) organization and its regulations; possess excellent analytical, organizational, and time management skills; the ability to establish time schedules for completion of projects; and have excellent written and verbal communication skills to effectively interact with judges, contractors, vendors, etc. Applicants should be familiar with automated property/inventory control systems. The ability to plan, organize, and prioritize work in an effective and timely manner is highly desirable. Applicant must possess the ability to lift heavy boxes or objects weighing up to 50 pounds.

## EDUCATION

Completion of a Bachelor's Degree in business, accounting, public administration, or related field is highly desirable. Education from 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.

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. Temporary positions may be extended or 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