



# 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
SENIOR COURT ANALYST (TEMPORARY)	<p>The Senior Court Analyst provides analytical and administrative support to the Chief Deputy of Administration in accomplishing the strategic and long range goals of the Court. Specific duties may include, but are not limited to: identifying and analyzing areas where potential cost savings and overall efficiencies can be achieved; providing direct oversight of tasks within a specific project; conducting management studies to improve work flow and operating methods; developing, reviewing, and revising systems and procedures; analyzing administrative practices and procedures to ensure efficiency and effectiveness of operations; completing special assignments to ensure the Court is in compliance with judiciary regulations; leading teams to identify, analyze, and redesign work processes to eliminate unnecessary or duplicate work; automating recurring and predictable tasks; planning, organizing, and facilitating meetings; performing cost effectiveness studies and cost-benefit analysis; developing and preparing reports to advise senior staff members regarding surveys and analyses as needed; and drafting reports, correspondence, charts, graphs, and tables. The Senior Court Analyst reports to the Chief Deputy of Administration.</p>
LOCATION	
LOS ANGELES, CA	
SALARY	
CL 29 \$ 74,357 - \$ 120,879	
OPENING DATE	
FEBRUARY 24, 2015	
CLOSING DATE	
MARCH 11, 2015	
ANNOUNCEMENT	
15-07	

## QUALIFICATIONS

To qualify for the position of Senior Court Analyst, an applicant must possess a minimum of three (3) years of specialized experience. Specialized experience is progressively responsible administrative, technical, professional 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 thorough knowledge of the basic concepts, principles, and theories of management and the ability to understand the managerial policies applicable to the Court. Knowledge of court operations and administration preferred. Excellent project management, analytical, and written and oral communications skills required. Applicant's background should demonstrate the ability to communicate effectively and establish good working relationships with all levels of management and staff, as well as judges. Working knowledge of judiciary-based software tools, including FAS<sub>4</sub>T, ICE, Excel, Word, PowerPoint, and project management software highly desirable. Must function well under pressure, be able to handle multiple assignments with tight deadlines, process a large volume of work, work late hours/weekends as needed and occasionally travel to divisional offices and other Courts. Prior experience in judiciary administrative functions is preferred.

## 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](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 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