



UNITED STATES DISTRICT COURT Central District of California

Position: Space and Facilities Specialist
Classification Level: CL 26
Salary Range: \$62,767 - \$101,988
(Total compensation w/employer paid benefits approximate range: \$81,636 - \$132,584)
Location: Los Angeles, California
Opening Date: June 4, 2025
Closing Date: Open until filled (preference given to applications received by June 20, 2025)
Number of Positions: One
Vacancy Number: 25-20

POSITION OVERVIEW

The United States District Court and the Probation and Pretrial Services Office is recruiting for the position of Space and Facilities Specialist. Reporting to the Space and Facilities Manager, this role encompasses a wide array of responsibilities, including administrative, technical, and professional tasks that are crucial for day-to-day building management and also for ensuring our emergency preparedness protocols are robust and effective.

The successful candidate must have excellent customer service skills and the ability to multi-task and work under strict deadlines. Candidate must be able to communicate effectively with persons within the Court as well as with persons outside the Court. A demonstrated ability to work harmoniously with others in a team environment is essential.

REPRESENTATIVE RESPONSIBILITIES

Responsibilities include, but are not limited to:

Emergency Preparedness and Safety:

- Develop and maintain emergency response plans for the courthouse and its facilities, ensuring compliance with federal safety regulations.
- Conduct regular safety inspections and assessments of the courthouse premises to identify potential hazards and security vulnerabilities.
- Collaborate with the emergency and law enforcement authorities to establish emergency evacuation procedures and conduct periodic drills.
- Provide safety training to court staff and ensure they are well-informed about emergency protocols.
- Act as the liaison with law enforcement agencies and first responders during emergency situations, providing necessary information and assistance.
- Maintain an updated inventory of safety equipment, including first aid kits, fire extinguishers, and emergency supplies, and coordinate their maintenance and replenishment.

Facilities Management and Maintenance:

- Monitor, coordinate, and react to day-to-day facilities management issues, which may involve structures, building systems, technology, grounds, security, and space planning.
- Coordinate parking for Judges, employees, guests, vendors, and contractors. Submit parking authorizations to the U.S. Marshals Service.
- Provide facility and parking walkthroughs to new employees and staff from other agencies to familiarize them with safety and security procedures.

- Prepare and set up conference rooms, courtrooms, and event spaces for meetings, including meetings for other agencies.
- Coordinate the transfer and moving of workstations, furniture, and materials, ensuring safety protocols are followed.
- Maintain files related to facilities management, space planning, and space and facilities projects.
- Assist in the implementation of the judiciary inventory control system (JICS) by tagging furniture inventory, inputting data into the system, and verifying accuracy of database information.
- Respond to keycard programming requests. Issue and test keys and keycards for court staff.
- Assist in the development and implementation of security protocols and access control measures to safeguard the courthouse and its occupants.
- Coordinate with the General Services Administration/Court Vehicle Fleet maintenance to reserve and issue the use of vehicles and arrange for repair, preventative maintenance, and cleaning of vehicles.
- Manage procurement authority and provide information to the Finance Department for payment of reimbursable work authorizations to the General Services Administration.

Other Duties:

- Assess, document, prioritize, and respond to project problems. Attend or participate in project meetings as directed by the Space and Facilities Manager.
- Perform other duties as assigned.

QUALIFICATIONS

- Must be a high school graduate or equivalent.
- Must possess a valid California Driver's license.
- Must possess strong organizational and time management skills.
- Ability to multi-task and work under deadlines.
- Proficiency in keyboard and computer skills.
- Ability to use applicable court computer applications.
- Ability to use office equipment, carts, dollies and basic hand tools.
- Candidates with one year of specialized experience at Classification Level 25.
- CPR/First Aid/AED trainer certification, preferred.

Specialized experience:

Progressively responsible clerical or administrative experience that is in, or closely related to, the work of the position and which has demonstrated the particular knowledge, skills, and abilities to successfully perform the duties of the position and involves the routine use of automated software and keyboarding for word processing, data entry and report generation.

PHYSICAL JOB REQUIREMENTS

Work is performed in an office setting within the district. Occasional travel to other divisional offices or out-of-district locations may be required. The ability to lift up to 50 pounds is required. Work involves moving furniture and equipment.

BENEFITS

In addition to salary, the federal government's benefits equate to no less than 33% of an employee's total compensation (see Total Compensation sample below). Federal employees are entitled to federal benefits such as health, dental, vision, life insurance, long-term disability insurance, long-term care insurance and flexible spending accounts. Participation in a defined benefit plan the Federal Employees Retirement System-Further Revised Annuity Employee (FERS-FRAE), and up to 5% matching contributions on

retirement savings through the Thrift Savings Plan (401k equivalent). Generous accrual of paid time vacation and sick leave and 11 paid holidays per year. Paid parental leave after meeting eligibility requirements. Eligible for the Public Student Loan Forgiveness (PSLF) program on eligible student loans. Commuter subsidies for public transportation to and from work. Extensive online training options and in-person training and professional conferences, funds permitting.

Employer Provided Benefits - Total Compensation Approximation Sample (For Illustration Purposes Only)	
Sample Annual Salary	\$ 60,000.00
Retirement Benefits	\$ 17,760.00
Health/Life Insurance & Commuter Reimbursement	\$ 15,494.00
Paid Time-Off (Holidays & Accrued Leave)	\$ 8,538.00
Total Compensation	\$101,792.00

INFORMATION FOR APPLICANTS

Must be a U.S. citizen or a lawful permanent resident with authorization to work in the United States who is currently seeking U.S. citizenship or intending to become a U.S. citizen immediately after meeting the eligibility requirements. As a condition of employment, the successful candidate is required to undergo an FBI background check. The Federal Financial Reform Act requires direct deposit of federal wages for employees. The United States District Court and the Probation and Pretrial Services Office requires employees to adhere to the Code of Conduct for Federal Judicial Employees, which is available on the Court's website: www.cacd.uscourts.gov.

HOW TO APPLY

Applications should be submitted to Apply_CACD@cacd.uscourts.gov. Documents must be in Microsoft Word or PDF format, and the email should reference the vacancy number. Complete applications must include the following:

1. Cover Letter – Address how your background, skills, and experience meet the qualifications listed
2. Resume – Include key career accomplishments
3. An application for Federal Judicial Branch Employment (AO78) (please visit the Court's website at <https://www.cacd.uscourts.gov/employment> to download the AO78 application form).

Due to the volume of applications received, the Court will only communicate with those individuals who will be interviewed. Applicants scheduled to interview should advise the Human Resources staff if any accommodation will be necessary to interview. Unfortunately, the Court is unable to reimburse applicants for any travel or parking costs.

The Court reserves the right to modify the conditions of this announcement, commence interviews immediately, withdraw the announcement, or fill the position at any time, any of which actions may occur without notice.

The Federal Judiciary is an Equal Employment Opportunity Employer