



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

BASIC INFORMATION

Position: Automation Support Technician

Location: Los Angeles

Salary: CL 25 \$ 57,545 - \$ 93,573
CL 26 \$ 63,388 - \$103,018

Announcement: 26-04

Opening Date: April 16, 2026

Closing Date: Until Filled

POSITION OVERVIEW

Have you wondered how your technical skills and talents could make a difference and aid others? The mission of the United States Bankruptcy Court for the Central District of California is to serve the most populous and diverse judicial district in the country by providing bankruptcy relief, fair and impartial justice, and a prompt and efficient resolution of disputes. The Court is seeking an Automation Support Technician to help harness the potential of technology to further the mission of the court and meet evolving needs of judges, staff and the public.

We want to hear from anyone who is enthusiastic about advancing the mission of the court, affecting change through the use of technology and who is committed to continual skill development and learning.

The Automation Support Technician is responsible for the accounting, safeguarding, and assisting with the disposal of IT related personal property, providing end-user IT Help Desk support including installing, monitoring and maintaining the court's hardware, software, telecommunication, network and audio-visual equipment. The specific duties of the Automation Support Technician include, but are not limited to the following: oversee districtwide IT property, and work collaboratively with Office Services staff, custodial officers, and individual departments throughout the district, in order to implement Guide requirements; monitor and respond to day-to-day IT Help Desk activity as well as log all activity and resolutions via ticketing system; provide hands-on deployment of court computing systems and mobile devices; develop software deployment packages via scripting and command line automation; provide end-user training on hardware/software as needed; provide input and recommendations regarding IT related projects and support IT projects as assigned; install, maintain and ensure operation of audio-visual equipment including display devices, videoconferencing, digital recording, courtroom sound systems, digital signage, structured cabling, telephone and other audio-visual systems as needed; develop documentation regarding support and/or project activities; assist in the planning, coordination, implementation, and support of computer and audio-visual related policies and procedures; and maintain detailed inventory of all devices. Occasional extra hours and work schedule flexibility may be required to meet the needs of the Court. Occasional travel to divisional offices may be required based on workload, project requirements and coverage needs. Flexible work hours could be supported with advance approval from the Manager.

QUALIFICATIONS

To qualify for the position of Automation Support Technician, an applicant must possess a minimum of one (1) year specialized experience. Specialized experience is progressively responsible experience related to the technical aspects of data processing, office automation, and data communications and their application, terminology and methodology, including the accomplishment of computer project assignments that involve systems analysis, design, implementation, integration and management. The candidate must possess the ability to analyze problems and assess the practical implications of alternate solutions. Must have outstanding organizational and interpersonal skills and be capable of effectively explaining technical concepts to personnel at all levels of IT knowledge. Excellent written and oral communication skills required. Applicants must be able to plan, organize, and prioritize work in an effective and timely manner. Experience working with desktops, laptops, hybrid, mobile devices and audio/visual equipment required. Windows 11 and Active Directory experience required; Office365, iOS experience preferred; scripting and Power Shell highly desirable. Prior work experience with the Federal Judiciary a plus.

EDUCATION

Completion of a bachelor's degree in Computer Science or Information Technology, Management Information Systems or related field is highly desirable but not required. 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 Judiciary offers a generous benefits package to its employees which may include:

- Student Loan forgiveness is available to those qualified, pursuant to the terms of the Public Service Loan Forgiveness (PSLF) program.
- 11 paid holidays per year
- 13 days of paid vacation (for the first three years)
- 20 days paid vacation (after three years)
- 26 days paid vacation (after fifteen years)
- Medical coverage with a government contribution (choose from a variety plans, health premiums may be deducted as pre-tax dollars, optional participation)
- Vision and dental insurance
- Life insurance program with government contribution (optional participation)
- Long-term disability insurance for employee and eligible family members (optional participation)
- Long-term care insurance (optional participation)
- Flexible Spending Account (pre-tax contributions for health/dependent care/transportation expenses, optional participation)
- Public transportation subsidy (dependent on fiscal year funding)
- Federal Employees Retirement System (FERS)*
- Thrift Savings Plan (employee matching, similar to 401K, optional participation)

INFORMATION FOR APPLICANTS

Applications should be submitted by email to HRApplications@cacb.uscourts.gov. Attached documents must be in PDF format and the email should reference the *position title and vacancy no.* in the subject line. Applications may be mailed or submitted in person to the Human Resources Department located at 255 East Temple Street, 10th Floor, Los Angeles, CA 90012.

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.