



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: IT Intern – Help Desk
(Temporary through September 30, 2026)

Location: District-Wide

Salary: CL 23 \$ 47,036 - \$ 76,513

Announcement: 26-05

Opening Date: April 28, 2026

Closing Date: Until Filled

POSITION OVERVIEW

The IT Intern - Help Desk assists with end-user IT Help Desk support including assisting with installing, monitoring and maintaining the court's hardware and software. The specific duties of the IT Intern - Help Desk include, but are not limited to the following: Responding to day-to-day IT Help Desk activity as well as log all activity and resolutions via ticketing system; performing remote troubleshooting through diagnostic techniques and pertinent questions; aid in the deployment of court computing systems and mobile devices; maintaining contact with other automation court personnel for the purpose of remaining knowledgeable of developments, techniques.

QUALIFICATIONS

To qualify for the position of IT Intern - Help Desk, an applicant must possess two years of general experience related to the technical aspects of office automation, and computer integration and management. Education above the high school level may be substituted for required general experience on the basis of one academic year (30 semester or 45 quarter hours) equals one year of general experience. 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 preferred. Windows 11 experience preferred; Office365, iOS experience preferred. 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. 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 benefits package to temporary employees which includes:

- Paid holidays
- Paid vacation (retroactive after 90 days of employment)
- Paid sick leave
- Public transportation subsidy (dependent upon fiscal year funding)

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.