



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
PROCUREMENT ADMINISTRATOR (INTERNAL CLERK'S OFFICE APPLICANTS ONLY)	The Procurement Administrator serves as the lead procurement resource within the Administrative Services Department, coordinating procurement activities and providing technical guidance to ensure the Court obtains the materials, equipment, and services necessary to support operations. The position ensures compliance with applicable laws, regulations, policies, procedures, and internal controls; leads complex and high-priority procurements; and reviews procurement documents and transactions for accuracy, completeness, and compliance. Specific duties include, but are not limited to, researching and evaluating suppliers based on price, performance, availability, and delivery capabilities; developing and reviewing specifications for solicitations and requests for bids, quotes, and proposals; negotiating with vendors to obtain the best value for goods and contracted services; providing guidance to staff and stakeholders on procurement procedures and requirements; coordinating procurement activities and providing technical direction to team members; researching and analyzing operational and administrative issues; identifying and implementing opportunities to improve efficiency, internal controls, and procurement processes; leading special projects and other procurement-related initiatives; designing studies, analyzing collected data, and presenting recommendations to management; and developing, monitoring, interpreting, and presenting reports and performance metrics to support procurement decisions and process improvements. The Procurement Administrator will oversee the court's automation property program, ensuring the IT Custodial Officer's responsibilities are completed accurately, timely, and in compliance with applicable requirements. This position will oversee the accountability, safeguarding, tracking, excess processing, and disposal of district-wide automation equipment, while providing analytical support in applying local, national, and Administrative Office (AO) policies and regulations. The Procurement Administrator will report to the Administrative Services Manager.
LOCATION	
LOS ANGELES, CA	
SALARY	
CL 28 \$ 83,453 - \$ 135,693	
OPENING DATE	
OCTOBER 5, 2026	
CLOSING DATE	
OCTOBER 19, 2026	
ANNOUNCEMENT	
27-01	
QUALIFICATIONS	
To qualify for the position of Procurement Administrator, an applicant must possess two (2) years of specialized experience, including one (1) year equivalent to work at the CL 27 level. Specialized experience is progressively responsible clerical or administrative experience which demonstrates the particular knowledge, skills, and abilities to successfully perform the duties of the position and involves the routine use of automated software and word processing, data entry, and report generation. The Procurement Administrator applies analytical and evaluating techniques to the identification, consideration, and resolution of issues or problems of a procedural or factual nature. Successful applicants must be self-directed and have exceptional organizational, time management, and written and oral communication skills. Proficiency in a Windows environment is required. Experience in financial and procurement 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 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, or by visiting <https://www.cacb.uscourts.gov>. Applications can be emailed to HRApplications@cacb.uscourts.gov.

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. 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