



CAREER OPPORTUNITY

United States Bankruptcy Court Central District of California

Los Angeles Division
255 E. Temple Street
Los Angeles, CA 90012

Santa Ana Division
411 West Fourth Street
Santa Ana, CA 92701

Riverside Division
3420 Twelfth Street
Riverside, CA 92501

San Fernando Valley
21041 Burbank Boulevard
Woodland Hills, CA 91367

Northern Division
1415 State Street
Santa Barbara, CA 93101

Position: Operations Analyst
(Internal Clerk's Office Applicants Only)

Location: Los Angeles

Salary: CL 27 \$69,637 - \$113,198
(Starting salary depends on qualifications
and experience)

Announcement: 27-02

Opening Date: OCTOBER 5, 2026

Closing Date: OCTOBER 19, 2026

POSITION SUMMARY

The Operations Analyst provides analytical, technical, and project support for the Clerk's Office, working closely with management, supervisors, and operational and technical staff to improve processes, maintain data quality, and implement applications, system upgrades, and operational initiatives.

Representative duties include, but are not limited to: analyzing operational procedures and work methods, recommending improvements, and developing workflows and quality assurance measures; compiling, analyzing, and verifying statistical information and periodic reports, including monthly reports, identifying trends and discrepancies, and preparing written reports, charts, graphs, tables, and management presentations; leading and participating in testing and implementation of new applications, upgrades to existing systems, including CM/ECF version upgrades, new and revised event codes, and ADI, documenting results and coordinating issue resolution; updating and maintaining the Event Code Dictionary; running automated dismissal, discharge, and case-closing programs, reviewing results, and coordinating corrective action; supporting project management by developing and maintaining plans and schedules, coordinating tasks, monitoring progress, communicating status, and tracking action items; resolving complex operational and system-related inquiries through the Court's help desks and other service channels and providing procedural guidance to internal and external users; and developing and maintaining operational and training materials, delivering training and presentations for judges, chambers staff, Clerk's Office employees, attorneys, and Court-related agencies, and providing ongoing staff guidance and mentorship on procedures, systems, and best practices. The Operations Analyst reports directly to the Director of Human Resources and Court Services.

QUALIFICATIONS

To qualify for the position of Operations Analyst, an applicant must possess two (2) years of specialized experience, one of which must be equivalent to work at the CL 25 level. Specialized is experience in or closely related to the position's work that has provided the particular knowledge, skills, and abilities to perform the position's duties successfully.

The successful candidate must possess strong leadership skills; effective communication and interpersonal skills and the ability to establish working relationships with judges, management, and staff. Excellent analytical and problem-solving abilities; organizational and multi-tasking skills; strong analytical and problem-solving abilities; effective oral and written communication skills. The candidate's background and experience must demonstrate flexibility, adaptability and the ability to pay attention to detail under pressure. Knowledge of court administration and operations, experience in Office 365, CIAO, LOU, CMA, NextGen CM/ECF and previous project management experience is preferred. Applicants must possess a solid understanding of local bankruptcy rules/code and be proficient in operational procedures and processes.

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 Judiciary offers a generous benefits package to its employees which may include:

- 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)
- Student Loan forgiveness is available to those qualified, pursuant to the terms of the Public Service Loan Forgiveness (PSLF) program

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. Applications and resumes may be faxed to (213) 894-7498. Applicants may also submit applications and other attachments in PDF format electronically via the Court's website by [clicking here](#).

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