



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 Specialist
(Internal Clerk's Office Applicants Only)

Location: Los Angeles

Salary: CL 26 \$ 62,767 - \$101,988

Announcement: 25-05

Opening Date: JULY 25, 2025

Closing Date: AUGUST 15, 2025

POSITION SUMMARY

The Operations Specialist plays a key role in supporting the Court's operational functions in a collaborative, team-based environment. This position assists in coordinating and performing work across Case Initiation, Courtroom Services, and Operations Support, and serves as a technical and procedural resource for Operations staff throughout the District. Representative duties include responding to inquiries via the CM/ECF Help Desk, CIAO! Help Desk, Call Center, email, phone, and online chat; assisting with resolving complex issues and communicating solutions effectively; providing procedural guidance to internal and external users, including attorneys and Court-related agencies; leading and participating in testing for CM/ECF, CIAO!, Pay.gov, AJTA, NextGen CM/ECF, and other systems; running and processing automated programs, including auto discharge, auto closing, and other system reports; researching and testing features in NextGen CM/ECF and assisting with implementing recommended solutions; processing and maintaining case information from opening to final disposition, ensuring compliance with internal controls and procedural rules; reviewing filed documents to determine conformity and taking appropriate action; ensuring that all orders and automated entries are appropriately and accurately docketed; creating and maintaining procedural manuals for departmental use; developing and delivering training and presentations for judges, chambers, Clerk's Office staff, attorneys, and external agencies; providing ongoing training and mentorship to staff on procedures, systems and best practices; serving as a subject matter expert and providing technical and functional direction to other Operations staff; coordinating workflow, monitoring progress, and ensuring deadlines and quality standards are met; evaluating and recommending improvements to case processing and operational activities; supporting and coordinating in-person and Zoom hearings, meetings, and webinars as needed; and other duties as assigned. The Operations Specialist reports directly to the Director of Human Resources and Court Services.

QUALIFICATIONS

To qualify for the position, an applicant must possess two years of specialized experience, one of which must be equivalent to work at the CL 25 level. Specialized experience 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.

Successful applicants must have the ability to create an environment oriented to trust, open communications, and creative thinking. In addition, applicants must be able to facilitate problem solving and collaboration between team members and possess excellent written and oral communication skills. Applicants must possess a solid understanding of local bankruptcy rules/code and be proficient in operational procedures and processes. Knowledge and skill in the use of computer and software applications such as Office 365, CIAO, LOU, CMA, NextGen CM/ECF is preferred. Experience in coordinating and supporting Zoom hearings is highly desired.

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. MSU Judicial Administration Program coursework, NCBC LEAD Academy, completion of Court- or FJC-sponsored management development and leadership training programs preferred.

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 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.