



# 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 Team Leader  
(Internal Clerk's Office Applicants Only)

**Location:** Santa Ana

**Salary:** CL 27 \$ 68,938 - \$ 112,090

**Announcement:** 25-06

**Opening Date:** JULY 25, 2025

**Closing Date:** AUGUST 15, 2025

### POSITION SUMMARY

The Operations Team Leader is responsible for overseeing, coordinating, and performing the full range of bankruptcy operations within their divisional office and providing backup support to other divisions across the District as needed. This position plays a key leadership role in managing workflow, supporting staff, and ensuring the effective and efficient delivery of Court Operations. Key responsibilities include assigning tasks, coordinating daily workflow, and serving as a resource to both internal and external customers by answering questions and resolving operational issues. The Operations Team Leader monitors and reports on the progress of work, reviews completed tasks to ensure quality and timeliness and ensures that priorities and deadlines are met. The Operations Team Leader also supports virtual proceedings by coordinating and providing assistance for Zoom hearings, meetings, and webinars. They provide training and mentoring to both new and current employees, and are responsible for coaching staff, promoting best practices, and ensuring team objectives are met. This role includes evaluating and recommending improvements to case processing procedures, maintaining time and personnel records, and supporting the implementation of administrative and technical processes. In addition, the Operations Team Leader may act on behalf of the Operations Manager during their absence and perform other duties as assigned. This position reports directly to the Operations Manager.

### 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 26 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](mailto: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.