



# 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:** Procurement Specialist  
(Internal Clerk's Office Applicants Only)

**Location:** Los Angeles

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

**Announcement:** 25-04

**Opening Date:** JULY 25, 2025

**Closing Date:** AUGUST 8, 2025

### POSITION SUMMARY

The Procurement Specialist performs and coordinates administrative, technical, and professional work related to the Administrative and Operations areas of the Court. Duties of the position may include designing and conducting studies; analyzing the results; researching solutions for any problem identified; and presenting recommendations in a written and/or oral format to Executive Management.

The Procurement Specialist will be responsible for ensuring the Court has the materials, equipment, and services required to function optimally while assuring compliance with the appropriate guidelines, policies and internal controls. Specific duties include, but are not limited to the following: researching and evaluating suppliers based on price, performance, availability, and delivery capabilities; evaluating specifications to be used in the creation of solicitations and requests to obtain bids, quotes, and proposals; negotiating with vendors for the best price of solicited goods and contracted services; researching and analyzing operational and administrative questions; identifying areas that can be improved or made more efficient; serving as project lead on special projects; assisting in the design of studies, the analysis of the data collected, and the presentation of the recommendations resulting from studies; and developing, monitoring, and interpreting reports that can be used to improve the procurement process. The Procurement Specialist will spend 50% or their time performing procurement duties, with the remaining 50% spent performing their current duties.

The Procurement Specialist will report to the Administrative Services Manager.

### QUALIFICATIONS

To qualify for the position of Procurement Specialist, an applicant must possess two (2) years of specialized experience, including one (1) year equivalent to work at the CL 25 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 Specialist 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. 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.