



CAREER OPPORTUNITY

UNITED STATES BANKRUPTCY COURT
Central District of California

POSITION

EXECUTIVE OFFICER /
CLERK OF COURT

LOCATION

LOS ANGELES, CALIFORNIA

SALARY/TARGET

JSP 17/18 \$ 167,258 - \$ 174,000

OPENING DATE

SEPT. 11, 2009

CLOSING DATE

UNTIL FILLED

ANNOUNCEMENT

09-07

POSITION OVERVIEW

The Executive Officer/Clerk of Court ("Clerk") is an executive level manager who reports directly to the Chief Judge of the United States Bankruptcy Court, Central District of California ("Court"). Headquartered in Los Angeles, the Court has jurisdiction over cases filed in Los Angeles, Orange, Riverside, San Bernardino, Santa Barbara, San Luis Obispo, and Ventura counties, with divisions located in Santa Barbara, Woodland Hills, Los Angeles, Santa Ana, and Riverside. As the Court is the largest bankruptcy court in the United States, the position requires an individual who possesses the leadership, management and technical expertise necessary to anticipate and resolve complex administrative and operational challenges quickly and effectively.

The Clerk is the official custodian of the records and dockets of the Court and is accountable for all fees, costs, and other funds collected by the Court. The Clerk is the certifying officer for the Court and responsible for the efficient use of the Court's human, fiscal, and physical resources. The Clerk manages the administrative and operational activities of the clerk's office to ensure that its statutory duties are properly discharged. The Clerk's responsibilities include: (1) computer and information systems management; (2) human resource management; (3) financial management and budgeting; (4) statistical analysis and reporting; (5) policy origination and implementation; (6) long-range planning; and (7) public relations. The Clerk works closely with the District Court and other federal courts, the Administrative Office of United States Courts, various bar associations, governmental agencies, and the public.

QUALIFICATIONS

Candidates must have a minimum of 10 years of progressively responsible supervisory and/or management experience in public administration or the private sector. Federal court system experience is desired. Candidates must demonstrate the degree of leadership and interpersonal skills necessary to manage successfully a complex organization. Candidates must have the ability to: (1) lead with vision; (2) articulate priorities and manage effectively; (3) sustain a high level of organizational excellence; (4) develop and execute strategic plans; (5) foster strong and effective working relationships; (6) manage computer systems and operations at multiple locations; (7) integrate current and future technologies; (8) analyze data; and (9) communicate effectively.

EDUCATION

Candidates must have, at a minimum, a bachelor's degree in business, public administration, or a related field from an accredited college or university. An advanced degree in a related field is strongly preferred and may be substituted for up to 2 years of professional experience. Educational transcripts must be submitted for verification prior to start of employment.

BENEFITS

The Court offers a generous benefits package to full-time permanent 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
- Retirement Options including participation in Thrift Savings Plan
- Life Insurance Options
- Long Term Disability Plan Options
- Long Term Care Plan Options
- Flexible Spending Account Options

INFORMATION FOR APPLICANTS

Please submit a cover letter, resume, and completed AO 78 - Application for Judicial Branch Federal Employment to the Court's Human Resources Department located at 255 East Temple Street, 10th Floor, Los Angeles, CA 90012. The application may be obtained on the Court's website at www.cacb.uscourts.gov. Application materials may be delivered by mail or in person.

The Court reserves the right to modify the conditions of this job announcement or to withdraw the job announcement, either of which may occur without any prior written or other notice. Applicants selected for interview may be required to respond to a written questionnaire. The Court 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 is required of all new employees of the Court.

The Court is an Equal Opportunity Employer. The Ninth Circuit EEO Plan is available for review upon request.

APPLICATION FOR JUDICIAL BRANCH FEDERAL EMPLOYMENT

If You Need Additional Space, Continue Under "Remarks" Listing Item Number

1. Name (*Last, First, Middle Initial*) Mr Miss. Mrs. Ms. 1 a. Gender 2. Phone Number 3. Social Security Number
 F M

4. Present Address (*Street, City, State, Zip*) 5. Place of Birth
City/State
Foreign Country

6. Other Names Previously Used for Employment Purposes 7. Date of Birth

GENERAL

8. Are you a U.S. Citizen? YES NO — If not, give the Country of your citizenship _____

9. a. Were you ever a federal civilian employee? YES NO — For highest civilian grade give: _____ / _____
grade step

b. Are you receiving a federal annuity payment? YES NO

c. Are you receiving federal severance pay? YES NO Former agency contact/tel: _____

10. Do you have any relatives that are Judges, Officers or employees of the United States Courts? If so, give their names, positions, and relationships to you.
 YES NO

11. Have you ever been discharged from a position or asked to resign under the threat of discharge? YES NO If yes, explain under Remarks at the end of this form.

12. Have you ever been convicted? YES NO (You may omit: (1) offenses committed before your 18th birthday and adjudicated under a juvenile offender law; (2) offenses adjudicated under a youth offender law; (3) offenses as to which the record has been expunged; (4) minor traffic violations for which you paid a fine of \$100 or less) If yes, explain under Remarks at the end of this form.

EDUCATION

13. a. Do you have a high school diploma or G.E.D. equivalent? YES NO If yes, Date of Completion _____

b. Name and location of colleges or universities attended (including law schools)	Dates Attended		Number of		Degree	Date Received	Grade Point Average and/or scholastic standing
	Quarter	Semester	Quarter	Semester			
Chief Undergraduate Subjects	Credit Hours		Chief Graduate Subjects			Credit Hours	
	Quarter	Semester				Quarter	Semester

c. Special skills, accomplishments, awards, honors, fraternities, sororities & societies (Specify) YES NO

d. What was your scholastic standing in college/law school (*Specify*)? UPPER ½ UPPER ⅓ UPPER ¼

e. Were you a member of an editorial board of law review or a moot court participant? YES NO

f. Other schools or training such as trade, vocational, Armed Forces, or business. Give for each: Name and location of school, dates attended, subject studied, certificates, and any other pertinent data.

MILITARY SERVICE

14. a. Have you ever served on active duty with the military? YES NO If yes, attach DD 214 member-4 copy, Notice of Separation.

b. Are you retired from military service? YES NO

APPLICANTS FOR LEGAL POSITIONS

15. a. Are you admitted to the Bar? YES NO If yes, list the Bar(s) to which admitted and date(s) of admission:

Is your Bar membership ACTIVE INACTIVE

b. Did you attend a Bar review course? YES NO List type of course: _____

Dates Attending: From: _____ To: _____
mm/dd/yyyy mm/dd/yyyy

WORK EXPERIENCE

Include experience while in military service.

(Start with your present position and work back 10 years. Use additional page if necessary.)

A

Dates of Employment (<i>month, day, year</i>) From: _____ To _____		Number of hours worked per week: _____	Exact Title of Your Position	
Salary or Earnings Starting \$ _____ Per _____ Final \$ _____ Per _____		Grade/Step (<i>If in federal Service</i>)	Place of Employment City _____ State _____	Kind of Business or Organization
Name and Address of Employer (<i>firm, organization, etc.</i>)			Name and Title of Immediate Supervisor	
Business Telephone: (<i>Area Code and Phone Number</i>)			Number of Employees Supervised	
Reason for Leaving				
Description of Work				

B

Dates of Employment (<i>month, day, year</i>) From: _____ To _____		Number of hours worked per week: _____	Exact Title of Your Position	
Salary or Earnings Starting \$ _____ Per _____ Final \$ _____ Per _____		Grade/Step (<i>If in federal Service</i>)	Place of Employment City _____ State _____	Kind of Business or Organization
Name and Address of Employer (<i>firm, organization, etc.</i>)			Name and Title of Immediate Supervisor	
Business Telephone: (<i>Area Code and Phone Number</i>)			Number of Employees Supervised	
Reason for Leaving				
Description of Work				

<p>REMARKS: (<i>Use this space for continuation of answers. List the number of items being continued.</i>)</p>

APPLICANT CERTIFICATION

I certify that, to the best of my knowledge and belief, all of the information on and attached to this application is true, correct, complete and made in good faith. I understand that false or fraudulent information on or attached to this application may be grounds for not hiring me, or firing me after I begin work, and may be punishable by fine or imprisonment. I understand that any information I give may be investigated.

SIGNATURE

DATE SIGNED



WORK EXPERIENCE CONTINUATION SHEET - AO 78

C

Dates of Employment (<i>month, day, year</i>) From: _____ To _____		Number of hours worked per week:	Exact Title of Your Position	
Salary or Earnings Starting \$ _____ Per _____ Final \$ _____ Per _____		Grade/Step (<i>If in federal Service</i>)	Place of Employment City _____ State _____	Kind of Business or Organization
Name and Address of Employer (<i>firm, organization, etc.</i>)			Name and Title of Immediate Supervisor	
Business Telephone: (<i>Area Code and Phone Number</i>)			Number of Employees Supervised	
Reason for Leaving				
Description of Work				

D

Dates of Employment (<i>month, day, year</i>) From: _____ To _____		Number of hours worked per week:	Exact Title of Your Position	
Salary or Earnings Starting \$ _____ Per _____ Final \$ _____ Per _____		Grade/Step (<i>If in federal Service</i>)	Place of Employment City _____ State _____	Kind of Business or Organization
Name and Address of Employer (<i>firm, organization, etc.</i>)			Name and Title of Immediate Supervisor	
Business Telephone: (<i>Area Code and Phone Number</i>)			Number of Employees Supervised	
Reason for Leaving				
Description of Work				

REMARKS: (*Use this space for continuation of answers. List the number of items being continued.*)

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DATE SIGNED