

THE UNITED STATES BANKRUPTCY COURT

Central District of California

POSITION			
GENERALIST CLERK - TEMPORARY (MULTIPLE VACANCIES MAY BE FILLED)			
LOCATION			
RIVERSIDE, CALIFORNIA			
SALARY/TARGET GRADE	OPENING DATE	CLOSING DATE	ANNOUNCEMENT
CL 23-24 \$32,605 - \$58,704	October 7, 2008	Until Filled	09-01

POSITION OVERVIEW

The Generalist Clerk will work within a team-based environment and provide support to the Courtroom Services and Case Initiation functions. Specific duties include: receiving and quality control of documents for compliance with Local Rules and the Bankruptcy Code; imaging court documents; answering questions from the general public, members of the bar, debtors, creditors and trustees; making summary entries of documents and proceedings; opening and closing cases; preparing and transmitting notices; processing documents; collecting and balancing monies paid to the court; operating court recording and video conferencing equipment; preparing written requests for transcripts; calendaring and regulating the movement of cases; setting dates and times for hearings, trials and conferences.

QUALIFICATIONS

EXTERNAL/INTERNAL APPLICANTS

To qualify for the position of Generalist Clerk at the CL 23 level, an applicant must be a high school graduate or equivalent and possess a minimum of two (2) years of general experience. For the CL 24 level, applicants must have one year specialized experience equivalent to work at the CL 23 level. Specialized experience is progressively responsible clerical experience requiring the regular and recurring application of clerical procedures involving the routine use of keyboard skills, use of specialized terminology, and demonstrated ability to apply a body of rules, regulations, directives or laws. Applicants must have the ability to professionally represent the Court in communications with attorneys, trustees, debtors and the public. Applicants must have the ability to handle a large volume of work. Applicants must be able to plan, organize and prioritize work, and work successfully as a member of multiple teams. Applicants must be proficient in a Windows environment.

EDUCATION

Completion of a Bachelor's Degree in business, public administration, or related field is highly desirable. Education in accredited college or university institutions may be substituted for the general experience on the basis of one academic year (30 semester or 45 quarter hours) equals nine months of experience. High School Diploma, GED, or the equivalent is required.

PLEASE NOTE: Educational transcripts must be submitted for verification prior to start of employment.

BENEFITS

The United States Bankruptcy 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)	Retirement
20 Days Paid Vacation (after three years)	Life Insurance Options
26 Days Paid Vacation (after fifteen years)	Thrift Savings Plan
Medical Coverage	Credit Union Participation
Eligible for Long Term Disability Plan Options	Long Term Care Options
Flexible Spending Account Options	

The United States Bankruptcy Court offers Flexible Spending Plans for Health Care Reimbursement and Dependent Care Reimbursement.

INFORMATION FOR APPLICANTS

Please submit an internal and supplemental application 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, or 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.

The Court reserves the right to modify the conditions of this job announcement, or to withdraw the job announcement, or to 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. Position 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