



TERRY NAFISI
DISTRICT COURT EXECUTIVE
AND CLERK OF COURT

WESTERN DIVISION
312 N. SPRING ST. SUITE G-8
LOS ANGELES, CA 90012

SOUTHERN DIVISION
411 W. FOURTH ST. SUITE 1053
SANTA ANA, CA 92701

EASTERN DIVISION
3470 TWELFTH ST. SUITE 134
RIVERSIDE, CA 92501

CAREER OPPORTUNITY

UNITED STATES DISTRICT COURT CENTRAL DISTRICT OF CALIFORNIA

Position: Operations PC and Facilities Support Specialist
Classification Level: CL 26
Salary Range: \$47,005 - \$76,455
Location: Santa Ana, California
Opening Date: September 12, 2014
Closing Date: September 26, 2014
Number of Positions: One (full-time)
Vacancy Number: 14-49

POSITION OVERVIEW

This position is located in the Clerk's Office of the U. S. District Court, Santa Ana Division. The incumbent is responsible for providing daily support to the Clerk's Office and Chambers in the following areas: IT (including PC and Telecommunications), Space and Facilities, Records, Mail, Fiscal and Procurement. The incumbent reports to the Santa Ana Deputy-in-Charge. This position may require travel to the courthouses in Los Angeles and Riverside.

REPRESENTATIVE DUTIES

- Provides day-to-day administration and support of assigned PC based systems to ensure reliable and effective operations.
- Receives, installs, and tests new and updated software releases of both commercial and court-developed systems.
- Acts as technical expert in solving computer systems problems.
- Provides users with one on one training by instruction on new and existing software releases.
- Responds to user questions and difficulties and helps resolve network connectivity problems.
- Analyzes PC systems failures to identify the nature and source of the failure and takes corrective actions. Investigates the causes of software conflicts and recommends corrective action.
- Performs or monitors systems operations and maintenance activities to ensure the daily operation of assigned systems to include: a) preventative maintenance on computers, peripherals, and data communications equipment; b) ensuring readiness of equipment for operation, monitoring of operations, restoration of operations after failure, and resolution of operational problems; c) identification, analysis, and resolution of system problems/failures; d) monitoring hardware maintenance performance and in-house routine housekeeping.
- Assists in the execution of the court's approved automation implementation plans such as security, quality control, productivity, systems growth and enhancement, and cost effectiveness.
- Provides procedural information to pro se litigants or counsel by responding to questions relating to IT issues (videoconferencing, courtroom equipment) and operations (writs of execution, foreign service, abstracts of judgment and other areas if added to duties).
- Coordinates and manages moves of departments and chambers within the District, including coordination with GSA, users, other clerk's office sections and the USMS.
- Responsible for physical sighting of court property and maintaining space and facility inventory logs on items such as furniture and equipment.

OUR MISSION

Committed to providing support to the judges and equal access to the judicial process with fairness, impartiality, and personal integrity by providing service to all.

OUR VISION

Leading the nation
in service to justice.

*The United States District Court
is an equal opportunity employer.*

- Responsible for working with other members of the court in planning and preparations for special events.
- Conducts daily fiscal close-out of cash register deposits. Independently reviews for accuracy the monies taken in from the filing window clerks, prepares the reports of the day's monies, justifies credit card receipts, completes all facets of close-out of fiscal monies, receipts, and credit card payments.
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- Coordinates building tours to school groups and other public and private sectors.
- Performs other duties as assigned.

QUALIFICATIONS

- Successful candidate must possess a minimum of two years of progressively responsible administrative, technical or professional experience which has provided the knowledge, skills and abilities to successfully perform the duties of this position.
- Thorough knowledge of the computer processes and capabilities.
- Broad knowledge of word processing software and ability to adapt it to local needs.
- Ability to provide users support, training, and problem solving for systems-related problems.
- Ability to manage multiple projects, prioritize work, and meet established deadlines and commitments.
- Knowledge of court operations procedures and legal terminology.
- Knowledge and experience with moves, relocations, renovations and new installations.
- Ability to work with outside contractors, vendors and agencies.
- Excellent organization and time management skills.
- Excellent verbal, written and interpersonal communication skills.
- Excellent customer service skills.
- A bachelor's degree from an accredited college or university preferred.

PHYSICAL REQUIREMENTS

The selected candidate must be able to lift and move moderately heavy items (40 pounds) such as computer equipment alone and must be able to assist with moving larger, heavier items such as furniture. Physical effort is involved in stooping, crawling on the floor and under furniture, moving, connecting or troubleshooting equipment.

BENEFITS

Federal benefits include paid vacation and sick leave; health, life, dental, vision, disability, and long term care insurance plans; retirement; matching and tax-deferred Thrift Savings Plan; and paid holidays.

INFORMATION FOR APPLICANTS

The U.S. District Court requires employees to adhere to a code of conduct which is available on the court's web site at www.cacd.uscourts.gov. As a condition of employment, the final candidate will be subject to a FBI fingerprint background check. The Financial Reform Act requires direct deposit of federal wages for court employees. Due to the volume of applications received, the court will only communicate with those individuals who will be tested or interviewed. Applicants scheduled to test or interview should advise the Human Resources staff if any accommodation will be necessary to test or interview. The U. S. District Court is a smoke-free environment. Applicants must be a U.S. citizen or a lawful permanent resident of the United States currently seeking citizenship or intending to become a citizen after meeting the eligibility requirement. Visit the court's web site at www.cacd.uscourts.gov to download the job application. Submit the completed application to: U. S. District Court, Human Resources Department, 312 N. Spring Street, Room 535, Los Angeles, CA 90012. Refer to Vacancy: 14 - 49