
*** CAREER OPPORTUNITY ***



UNITED STATES DISTRICT COURT WESTERN DISTRICT OF MICHIGAN

Position Title: Scanning Technician
Two Temporary, Part-Time positions, not-to-exceed 6 months, with the possibility of an extension

Schedule: 20 hrs/week (schedule to be determined)

Duty Station: Grand Rapids, Michigan

Closing Date: May 13, 2015 (close of business)

Salary Range*: Classification Level 21 (\$9.78/hr - \$12.23/hr)
**Starting salary dependent upon qualifications & experience*

A great opportunity is available with the U. S. District Court for the Western District of Michigan. Applications are being accepted for two temporary, part-time Scanning Technicians.

Position Overview

This position is responsible for sorting, classifying, and scanning appropriate documents into the Case Management/Electronic Court Filing (CM/ECF) system or other electronic locations; quality-checks all scanned documents to ensure each has been correctly uploaded and organized in appropriate location; provides continuous reporting on scanning status; operates a variety of scanning, copying and records equipment; performs backup clerical duties, including mail, filing, and photocopying, as required, and performs other duties as assigned.

Required Qualifications

To qualify for this position, the candidate must be a high school graduate or equivalent. Some college is preferred.

Court-Preferred Qualifications

- Experience working in an electronic environment with various technologies to accomplish work.
- Prior general office and/or administrative experience.
- Ability to work with minimal supervision.
- Ability to follow instructions and procedures.
- Detail-oriented.

Conditions of Employment

Applicants must be U.S. citizens or eligible to work in the United States. The Court reserves the right to modify the conditions of this job announcement, to withdraw the announcement, or to fill the position sooner than the closing date without prior notice. The Court is not authorized to reimburse candidates for travel or moving expenses. This position is subject to mandatory Electronic Funds Transfer participation for payment of net pay. All court employees are required to adhere to the Code of Conduct for Judicial Employees (available upon request). Appointment is provisional and contingent upon successful completion of a FBI fingerprint check and background investigation.

How to Apply

For consideration, qualified applicants must provide the following:

1. A letter of interest that includes how he/she heard about the posting
2. A list of professional references (including how reference knows applicant)
3. A completed AO 78* (Application for Judicial Branch Federal Employment) form.

NOTE: Incomplete, late or submissions with spelling or grammatical errors will not be considered.

Required documents can be sent via mail or email. If sending via email, please email all required documents, preferably in one pdf document, to human_resources@miwd.uscourts.gov . If sending via mail, please send all required documents to: Attn: Personnel Specialist, U.S. District Court, 399 Federal Building, 110 Michigan St. NW, Grand Rapids, MI 49503. by 4:30p.m. on May 13, 2015.

*The AO78 form and additional information about the U.S. District Court can be found at www.miwd.uscourts.gov .

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