



**UNITED STATES BANKRUPTCY COURT
NORTHERN DISTRICT OF WEST VIRGINIA
VACANCY ANNOUNCEMENT
SCANNING TECHNICIAN**

Announcement Number: 18-1

Name of Court: U.S. Bankruptcy Court, Northern District of WV

Duty Station: Wheeling, WV

Job Grade: CL-21

Duration: Temporary, Full-Time

Closing Date: May 7, 2018

Salary Range: \$21,271 – \$34,561

Position Description

The United States Bankruptcy Court for the Northern District of West Virginia is recruiting for well-organized, detail-oriented individual for the position of Scanning Technician. This is an entry-level operational court support position. The Scanning Technician scans and uploads documents into the Court's electronic case filing system. This is a temporary position, with a full-time work schedule. The term for the position is scheduled to begin in June 2018 and is not to exceed beyond August 31, 2018. More than one position may be filled by this vacancy announcement.

Representative Responsibilities:

- Sort, classify, and scan appropriate documents into the Court's electronic case filing system.
- Perform quality assurance checks on all scanned documents to ensure each has been correctly uploaded and organized in the Court's system.
- Performing project work as needed.
- Performs other duties as assigned.

Qualification Requirements

Applicants must have a high school diploma or equivalent.

The successful candidate must have the following knowledge/skills/abilities:

- ability to follow detailed instructions and upload numerous documents to the appropriate electronic repository;
- ability to apply the Court's policies, procedures, practices, and guidelines related to office administration;
- ability to learn Court operations and relevant legal terminology;
- knowledge of and compliance with the Code of Conduct for Judiciary Employees; ability to demonstrate sound ethics and judgment;
- ability to communicate effectively (orally and in writing);
- skill in using standard office equipment and personal computer;

- skill in data entry.

Benefits

Temporary employees whose term is less than 90 days:

- Only earn sick leave, not annual leave,
- Contribute to Social Security and Medicare,
- Are not eligible for Federal Employees Health Benefits,
- Receive paid time off for holidays.

Application Process

To apply, please submit a cover letter, resume and completed [AO-78 – Application for Judicial Branch Federal Employment](#) to amanda_recchio@wvnb.uscourts.gov by the close of business on May 7, 2018. You may also mail your completed application to: United States Bankruptcy Court, Northern District of WV, Attention: Amanda Recchio, PO Box 70, Wheeling, WV 26003. Only applicants selected for interview will be contacted.

The Federal Judiciary is an Equal Employment Opportunity Employer. The successful candidate must be a U.S. citizen or eligible to work in the United States. The final candidate will be subject to a FBI fingerprint background check: with periodic reinvestigation, if applicable. Retention depends on a favorable suitability determination. Judiciary employees serve under excepted appointments and are “at will” employees. The United States Bankruptcy Court requires employees to adhere to a code of conduct which is available on the court’s website. This position is subject to mandatory electronic funds deposit of pay.