



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

Announcement Number: 22-1

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 26, 2022

Salary Range: \$22,986 – \$37,418 per annum (\$11.05-\$17.98 per hour)

Position Description

The United States Bankruptcy Court for the Northern District of West Virginia is recruiting for a well-organized, detail-oriented individual for the position of Scanning Technician. This is an entry-level operational court support position. This temporary position is not expected to exceed four-weeks in duration during the summer of 2022.

The Scanning Technician scans and uploads documents into the Court's electronic case filing system. Representative duties include:

- 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.
- Perform project work as needed such as creating instructional bankruptcy videos.
- Perform 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 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 computers;
- 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 26, 2022. 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.