

**UNITED STATES DISTRICT COURT
NORTHERN DISTRICT OF OKLAHOMA
VACANCY ANNOUNCEMENT 16-05**

POSITION: Scanning Technician
EMPLOYMENT TYPE: Full-Time or Part-Time, Temporary (Not to Exceed September 30, 2016)
LOCATION: Tulsa, Oklahoma
**CLASSIFICATION LEVEL/
SALARY RANGE** CPS CL 21/Step 1-25 (depending on experience and qualifications)
\$20,572- \$25,731 Annually (equates to \$9.89 - \$12.37/hour)
OPENING DATE: April 15, 2016
CLOSING DATE: May 1, 2016
STARTING DATE: May, 2016 (exact date to be determined)

Job Summary/Representative Duties: This temporary position is located in the Clerk's Office. The incumbent will be primarily scanning and uploading documents using computer hardware and software designed for this purpose. Documents will be saved to designated electronic system folders. The incumbent will also provide limited clerical support, including mail sorting, filing, photocopying, faxing, document delivery, and other related duties as required.

Education/Experience Requirements: Applicants must possess a high school diploma or equivalent. Applicants must be skilled in sorting, organizing and filing documents, and have the ability to follow detailed scanning instructions. In addition, must have the ability to apply the court's policies, procedures, practices and guidelines related to office administration, including those related to scanning legal documents. Also, must have the ability to learn court operations and relevant legal terminology.

Conditions of Employment: Applicants must be U. S. citizens or eligible to work in the United States. An FBI fingerprint check and background investigation will be conducted. The applicant selected will be hired provisionally pending successful completion of the investigation. The position is subject to mandatory electronic fund transfer (direct deposit) for salary payment.

Benefits: Temporary employees who are appointed for 1 year or less are covered by Social Security & Medicare. If the appointment is for less than 90 days, the employee will be covered by sick leave. If the appointment is for 90 days to 1 year or less, the employee will be covered by annual and sick leave. Temporary employees for this duration are not eligible for health, vision/dental, life, retirement, Thrift Savings or supplemental benefits.

Application Information: Applicants must submit (1) a resume and (2) a cover letter which addresses qualifications, skills, and experience necessary to perform the job duties. The documents may be sent to Charlotte Griggs, Human Resources, by e-mail to Charlotte_Griggs@oknd.uscourts or by mail to U. S. District Court, Northern District of Oklahoma, 333 West Fourth Street, Suite 411, Tulsa, OK 74103 or by fax to 918-699-4756. Only applicants selected for an interview will be contacted. For questions regarding this announcement, please call 918-699-4841.

The United States District Court is an Equal Opportunity Employer