

**UNITED STATES DISTRICT COURT
NORTHERN DISTRICT OF OKLAHOMA
VACANCY ANNOUNCEMENT 17-01**

POSITION: Scanning Technician
EMPLOYMENT TYPE: Full-Time or Part-Time, Temporary (Not to Exceed June 11, 2017)
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: November 21, 2016
CLOSING DATE: Open Until Filled
STARTING 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/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 (bi-weekly).

Benefits: If the duration of the temporary appointment is less than 90 days, the employee will earn sick leave. If the duration of the temporary appointment is more than 90 days, the employee will earn sick and annual leave. Temporary employees, regardless of the duration of the appointment, are covered by Social Security & Medicare. Temporary employees who are appointed for 1 year or less are not eligible for any other federal 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