



United States Courts District of Montana

Vacancy Announcement 09C:2018

Position Title:	Scanning Clerk
Duty Station:	Billings, Montana
Starting Grade/Salary*:	CL22, \$26,693/year
Status:	Full time, temporary
Position Duration:	9 – 12 months
Announcement Date:	September 13, 2018
Application Deadline:	October 3, 2018
Target Start Date:	October 29, 2018

Representative Duties:

This position is located in the clerk's office of the U.S. District Court, and is an entry level, temporary position designated to work on a specific project. Duties include scanning paper documents to an electronic database, checking the quality of all scanned documents, data entry, filing, and regular communication regarding the status of the project. The individual chosen for this position must abide by strict confidentiality rules, follow all court personnel policies, and undergo an FBI fingerprint check to determine employment suitability. The position is expected to last for nine to twelve months.

Required Education and Experience:

- A high school diploma or equivalent is required.
- Experience with office machines, data entry, and filing.
- Strong organizational and time management skills.
- Ability to communicate in person and in writing.

Employment Requirements and Selection Process:

Applicants must be citizens of the United States or be eligible to work in the United States. Employees are required to use Electronic Fund Transfer for payroll deposit. The Court requires that employees adhere to the [Judicial Code of Conduct](#). Employees of the United States Courts are considered "at will" employees, and are not covered by the Office of Personnel Management's civil service classification system or regulations.

Information for Applicants:

To be considered for this position, applicants must submit the following information:

- 1) Cover letter, summarizing your qualifications, skills, and abilities relevant to this position;
- 2) Current resume;
- 3) Names and contact information for three (3) professional references;

- 4) Form AO-78, Application for Judicial Branch Employment - available at <http://www.mtd.uscourts.gov/employment>

Note: the last page of the AO-78 requires a conventional signature that can be scanned.

Applications will not be considered complete until all of the items listed above have been received; incomplete applications will not be considered. To ensure consideration applications must be **received** no later than **5:00 pm, October 3, 2018**, and should be submitted in one of the following ways (no duplicate submissions, please):

Email (preferred): sharon_hardwick@mtd.uscourts.gov

Please note "Scanning Application - Last Name" in the subject line.

Submit documents as **PDF attachments ONLY**. No Word, WordPerfect, .jpeg or .tif documents will be accepted. Documents from file housing services (e.g. Google Docs, DropBox, etc) or websites will not be accepted.

Fax: 406-417-6969

U.S. Mail: Sharon Hardwick, Human Resources
U.S. District Court
901 Front Street, Suite 2100
Helena, MT 59626

Applicants will receive an email confirmation within 10 days of receipt of their application. Due to the expected volume of applications any further communication will be limited to those individuals contacted for screening and interviews. Applicants selected for interviews must travel at their own expense and relocation expenses are not authorized. The Court reserves the right to amend or withdraw this announcement without written notice to applicants. If a subsequent vacancy of the same position becomes available within a reasonable time of the original announcement, the Clerk may elect to select a candidate from the original qualified applicant pool.

Benefits:

Temporary employees of the federal judiciary are eligible to accrue sick and vacation leave, and to enroll in federal health insurance.

The Administrative Office of the United States Courts is an Equal Opportunity Employer.