



**UNITED STATES BANKRUPTCY COURT
DISTRICT OF NEW MEXICO**

**Vacancy Announcement No. 2016-02
April 4, 2016**

“STUDENT OPPORTUNITY”

POSITION:	
Scanning Technician (Summer Intern)	
LOCATION:	
Albuquerque, NM	
CLASSIFICATION LEVEL:	CLOSING DATE:
CL 21 step 1 to 25 (\$9.90/hour to \$12.27), depending on qualifications	Open until filled; initial review begins May 2, 2016.
NATURE OF POSITION:	
<p>This is a temporary summer position (full-time or part-time) with no benefits, and will not exceed September 30, 2016. This is an excellent opportunity for recent high school graduates or students who are currently enrolled in a technical, vocational, college or university seeking to gain experience in a professional environment.</p>	
POSITION OVERVIEW:	
<p>This is an entry level court support position located in the operations section of the Bankruptcy Court Clerk’s Office. The Scanning Technician scans and uploads documents using computer hardware and software designed for this purpose. Documents are saved to designated electronic systems folders. In addition, the incumbent provides limited clerical support to staff (e.g., filing, copying, scanning, and archiving files) to ensure the smooth and efficient operations of the section.</p> <p>Representative duties:</p> <ul style="list-style-type: none"> • Prepares documents for scanning by removing staples and redacting information like social security number. • Sorts, classifies, and scans appropriate documents from paper case files into the electronic case management system. • Quality-check all scanned documents to ensure each has been completely and legibly uploaded to the program. • Provide regular feedback regarding scanning status, and direct any questions or concerns to the supervising case manager. • Shreds documents after obtaining approval from supervising case manager. • Perform additional general scanning, photocopying, mailing and faxing, as needed. 	
QUALIFICATIONS:	
<p><u>Mandatory qualifications:</u></p> <ul style="list-style-type: none"> • High school graduate or equivalent • Must be a United States citizen or eligible to work in the United States <p>For placement at salary levels above the minimum up to and including step 25, applicant must have at least one year of general experience. Educational substitution apply.</p>	

General experience: Progressively responsible clerical, office or other work that indicates the possession of, or the ability to acquire, the particular knowledge and skills needed to perform the duties of the position. Such experience would provide a good knowledge of office clerical practices such as filing, telephone usage, record keeping, scanning documents, sorting and distributing mail.

EDUCATION:

Education above the high school level in an accredited institution may be substituted for the required general experience on the basis of one academic year (30 semester or 45 quarter hours) equals one year of general experience.

BENEFITS:

Employees of the United States Bankruptcy Court are Excepted Appointments and not included in the government's competitive service classification system. Positions are covered by the Court Personnel System. Benefits do not apply for this type of position.

INFORMATION FOR APPLICANTS:

Interested applicants must submit the following:

- (1) cover letter,
- (2) resume, with three references
- (3) Federal Judicial Branch Application for Employment, Form AO78 (available for download in *pdf* format from the employment information link at www.nmb.uscourts.gov/employment or at the United States Bankruptcy Court, 500 Gold Avenue SW, 10th Floor, Albuquerque, New Mexico.

via: hand delivery, e-mail (pdf format for any attachments), fax, or US mail

*to: Human Resources, Vacancy Announcement #2016-02
United States Bankruptcy Court
500 Gold Avenue SW, 10th floor
PO Box 546
Albuquerque, NM 87103-0546
E-mail: nmbc_hr@nmcourt.fed.us
Fax: 505-348-2440*

Application deadline: Open until filled. Initial review will begin on May 2, 2016. **INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED.** The US Bankruptcy Court reserves the right to amend or withdraw any announcement without written notice to applicants. Professional office attire is required for this position.

We provide reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify us. Decisions on granting reasonable accommodation are made on a case-by-case basis.

Conditions of Employment:

- Employees must be United States citizens or eligible to work in the United States.
- Employees will be hired provisionally pending the results of a criminal background check and FBI Background Check or Investigation.
- Employees are required to use the Electronic Fund Transfer (EFT) for payroll deposit.
- Employees of the United States Bankruptcy Court are Excepted Service Appointments and is not covered by the competitive services provisions of executive branch employment. This is

commonly known as “at will” employment and can be terminated with or without cause by the Court.

- Employees of the United States Bankruptcy Court are required to adhere to a Code of Conduct which will be discussed with any applicants who are invited for an interview.

For additional information on the United States Bankruptcy Court, see our web site at:

www.nmb.uscourts.gov

The United States Bankruptcy Court is an Equal Opportunity Employer