

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

Benchmark Job Title	Scanning Technician	CL 21
Occupational Group	Operational Court Support	

Job Summary
This is an entry level operational court support position. The Scanning Technician scans and uploads documents using computer hardware and software designed for this purpose. Documents are saved to designated electronic systems folders. The incumbent provides limited clerical support to staff.

- Representative Duties**
- 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.
 - Provides 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.
 - Performs additional general scanning, photocopying, mailing and faxing, as needed.

- Factor 1 – Required Competencies (Knowledge, Skills and Abilities)**
- Administrative Management**
- Skill in sorting, organizing, scanning and filing documents. Ability to follow detailed scanning instructions and upload numerous documents to appropriate electronic repositories.
- Court Operations**
- Ability to apply the Court’s policies, procedures, practices, and guidelines related to office administration, including those related to scanning legal documents. Ability to learn Court operations and relevant legal terminology.
- Judgment and Ethics**
- Knowledge of and compliance with the *Code of Conduct for Judicial Employees* and court confidentiality requirements. Ability to consistently demonstrate sound ethics and judgment.
- Written and Oral Communication/Interaction**
- Ability to communicate effectively (orally and in writing) with individuals and groups to provide information. Ability to interact effectively and appropriately with a wide variety of people.
- Information Technology and Automation**
- Skill in using standard office equipment (copiers, printers, fax machines, etc.). Skill in use of personal computer and data entry. Ability to use high-speed and bulk scanners.

Factor 2 – Primary Job Focus and Scope
The primary focus of the job is to contribute to the integrity of electronic case files by accurately and efficiently scanning legal documents from paper-based case files. Scanning Technician’s adhering to the confidentiality of case file information is essential. Incumbent assists in the administration of the office by occasionally providing basic clerical support which adds to the efficiency of the operation and service to the court’s customers.

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Factor 3 – Complexity and Decision Making

Tasks performed are straightforward. Contents of paper-based case files are scanned and uploaded to the case management electronic system. Instructions for operating scanners are readily available and can be easily learned. Incumbents make decisions based on training, well-defined policies, standards, and procedures and refer questions or unusual circumstances to the supervisor.

Factor 4A – Interactions with Judiciary Contacts

The primary judiciary contacts are managers, case managers, and support IT staff for the purpose of providing routine administrative support.

Factor 4B – Interactions with External Contacts

External contacts are infrequent.

Factor 5 – Work Environment and Physical Demands

Work is performed in an office setting. Some standing, bending, and lifting of boxes may be required.