



United States District Court District of Minnesota

CAREER OPPORTUNITY

Vacancy Announcement #2024-01

Position:	Scanning Technician (Temporary) Full-Time or Part-Time
Location:	Minneapolis, MN
Posting Date:	February 2, 2024
Classification:	CL 22
Salary:	\$34,440 - \$56,030 Depending on Qualifications
Closing Date:	Open until filled. Preference will be given to applications received by February 16, 2024, at 4:00 p.m. CST
Area of Consideration:	Open to all sources

Introduction

Scanning Technicians are located in the Clerk's Office in the Minneapolis Courthouse of the U.S. District Court for the District of Minnesota. At the U.S. District Court - District of Minnesota, we help the federal Judiciary run more efficiently as we contribute to district initiatives. We need talented, bright, and values-driven people.

Location – Conveniently located in down-town Minneapolis, we are centrally located for most commuters.

Wellness – Complimentary use of our onsite fitness facility for all employees. In addition to physical wellbeing, we offer a variety of mental health, financial health, and other types of resources to every employee.

Flexibility - We recognize that where and how work gets done continues to evolve, and that work and life are closely integrated. That is why employees can take advantage of flexible working hours.

Representative Duties

- Sort, classify, and scan appropriate documents from paper case files into the court's CM/ECF Case Tracking System.
- Quality-check all scanned documents to ensure each has been correctly uploaded and organized in CM/ECF.
- Provide regular feedback regarding scanning status, and direct any questions or concerns to the supervisor.
- Travel to other court offices to perform document scanning, as required.
- Perform additional general scanning, photocopying, and mailing.
- Perform backup clerical duties, including mail sorting, filing, and photocopying as required.
- Perform other related duties as assigned.

Job Requirements

- High school diploma or equivalent.
- Frequent lifting of boxes and moving of equipment is required.
- Standing, bending, and lifting of boxes is required.
- Some travel to other branch offices to scan documents may be required.

Conditions of Employment

Applicants must be U.S. citizens or permanent residents seeking U.S. citizenship. Noncitizens must execute an affidavit indicating their intent to apply for citizenship when they become eligible to do so. Judiciary employees serve under excepted appointments and are considered "at-will" and may be terminated with or without cause or notice by the court.

The U.S. District Court requires employees to adhere to the [Code of Conduct for Judicial Employees](#). This position is also subject to mandatory Electronic Fund Transfer (EFT) for payroll deposit.

The final candidate is subject to fingerprinting and an FBI background investigation, including criminal history. Employment is provisional and contingent upon a successful background check.

This is a temporary position and is expected to last no later than September 30, 2024.

Benefits

- The opportunity to serve in a rewarding public service position.
- Accrual of paid vacation and sick leave.
- Paid federal holidays.
- On-site fitness centers.
- Pre-tax transportation account.
- Subsidized transit program.

Employees of the U.S. District Court are not classified under Civil Service.

Application Information

To apply, email the PDF documents to hr-usdc@mnd.uscourts.gov and add “2024-01 Scanning Technician position” in the email subject line.

Please include the following in PDF format:

- Application for Employment (AO78) Found here - <https://www.uscourts.gov/forms/human-resources-forms/application-judicial-branch-federal-employment>; and
- Name and contact information for one (1) professional reference.

All application materials received will be reviewed to identify the best qualified candidates.

Only applicants selected to proceed to the next phase of the selection process will be notified. All application materials must be attached to the email as directed.

If interviews are held in person, applicants are responsible for any travel costs.

The U.S. District Court reserves the right to modify the conditions of this job announcement, to withdraw the announcement, and to fill the position sooner than the closing date, if a closing date is shown, any of which actions may occur without prior written notice.

The U.S. District Court is an Equal Opportunity Employer