

State of South Carolina
Document Imaging Specialist (Temporary)

LOCATION	Richland County, SC	JOB TYPE	Temporary - Part-Time
JOB NUMBER	155429	AGENCY	Judicial Branch
DIVISION	Court of Appeals	OPENING DATE	09/14/2023
CLOSING DATE	Continuous	RESIDENCY REQUIREMENT	No
CLASS CODE:	TEMP	POSITION NUMBER:	TBD
NORMAL WORK SCHEDULE:	Monday - Friday (8:30 - 5:00)	NORMAL WORK SCHEDULE (OTHER):	20 TO 25 HOURS PER WEEK.
PAY BAND	Unclassified	OPENING DATE	09/14/2023
EEO STATEMENT	Equal Opportunity Employer	AGENCY SPECIFIC APPLICATION PROCEDURES:	Interested persons meeting the required qualifications may submit an application at www.careers.sc.gov . All questions on the application must be completed and should include all work history and education. A resume may be included but will not be accepted or reviewed in lieu of an incomplete application. Supplemental questions are considered a part of your application and must be completed.
VETERAN PREFERENCE STATEMENT	South Carolina is making our Veterans a priority for employment in state agencies and institutions.		

Job Responsibilities



**SOUTH CAROLINA
 JUDICIAL BRANCH**

The Court of Appeals, Office of the Clerk is seeking a motivated individual to join their team as a Document Imaging Specialist.

Under direct supervision of the Court Solutions Manager and with one-on-one training, scans all incoming filings with the Court of Appeals, historical files, records and briefs for review directly by the judges. Emphasizes accuracy and archival

quality of scanned images according to established Court policies and procedures.

ESSENTIAL DUTIES AND RESPONSIBILITIES OF THE POSITION

This job bulletin represents general duties for this position and is not intended to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

With training and guidance, utilizes various scanning machines to produce archival quality images of all filings with the Court. Checks C-Track to ensure that Appeals Specialist assigned to the case is correctly identified before scanning document. Scans document into a labelled folder in compliance with established Court policies and procedures. Upon completion of training, rotates among different tasks as directed by Court Solutions Manager.

As directed by trainer and/or Court Solutions Manager, reviews and determines the need for additional follow-up in accordance with established procedures.

Assists in updating periodicals in the Court of Appeals library.

Assist team members with duties in the rotation of boxes stored within the storage area. Inputs daily updates to records spreadsheets for documentation of location, scanning sequence and to notify manager of when boxes are ready for final check and shredding.

All other duties and projects as assigned by the Clerk of the Court of Appeals and Court Solutions Manager.

Minimum and Additional Requirements

- High school diploma.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND OTHER CHARACTERISTICS

Knowledge of:

- West Law and the Attorney Information System (AIS);
- Laws and rules of South Carolina; and
- Theories of legal research.

Skilled in:

- Microsoft Word;
- Microsoft Excel;
- Microsoft Outlook;
- Microsoft PowerPoint;
- Operating scanning equipment;
- Operating fax machines; and
- Operating copiers.

Ability to:

- Use a personal computer and upload and save files;
- Be a self-starter with attention to detail;
- Work independently and problem-solve;
- Prioritize work effectively;
- Be flexible in work environment;
- Meet time-sensitive deadlines;
- Read and differentiate legal documents;
- Exercise discretion;
- Maintain trust and confidentiality;
- Maintain professional and ethical behavior with court personnel and the general public; and
- Develop and maintain good working relationships and be a team player.

Other characteristics:

- Must be able to lift and move heavy boxes/files weighing 50+ lbs., including moving boxes around for storage;
- Must be able to sit for extended periods of time; and

- Must have willingness to take on other duties as needed.

Preferred Qualifications

- Prior work experience with high speed scanners and/or record management.
- Prior work experience in a court or legal environment.

Additional Comments

The South Carolina Judicial Branch offers an exceptional benefits package for FTE positions that include:

- Health, Dental, Vision, Long Term Disability, and Life Insurance for Employee, Spouse, and Children;
- State Retirement Plan and Deferred Compensation Programs (Temporary positions have option to enroll);
- 15 days paid annual (vacation) leave per year;
- 15 days paid sick leave per year;
- Option to designate 10 days of earned paid sick leave per year as family sick leave;
- 13 paid state holidays;
- Paid Parental Leave; and
- Workers' Compensation Benefits.

EQUAL OPPORTUNITY EMPLOYER

The South Carolina Judicial Branch is an Equal Opportunity Employer and is committed to providing equal employment opportunities to all applicants and does not discriminate on the basis of race, color, religion, national origin, sex, gender, pregnancy, age, or disability.

Agency

State of South Carolina

Agency

Judicial Branch

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Document Imaging Specialist (Temporary) Supplemental Questionnaire

***QUESTION 1**

What is your highest completed level of education?

- Juris Doctorate
- Master's Degree
- Bachelor's Degree
- Associate Degree
- Some College but No Degree
- High School Diploma
- GED
- None of the above

***QUESTION 2**

How did you learn about this position?

- NEOGOV
- LINKEDIN
- FACEBOOK
- TWITTER
- INDEED
- INTERNAL JOB POSTING
- SCJB EMPLOYEE
- COLLEGE/UNIVERSITY
- DICE
- OTHER

* Required Question