

TEMPORARY OPPORTUNITY

Scanning Technician (Part-Time) Pittsburgh, Pennsylvania CL 21, \$9.88/hr. - \$12.34/hr.



U.S. Bankruptcy Court
Western District of
Pennsylvania

www.pawb.uscourts.gov

U.S. Steel Tower
54th Floor
600 Grant Street
Pittsburgh, PA 15219

An Equal Opportunity
Employer

Position: Scanning Technician (Part-Time, Temporary)

Hourly Wage: \$9.88 - \$12.34 (depending upon qualifications), CL 21

Position Location: Pittsburgh, PA

Open: August 5, 2014

Closes: Open until filled.

Available: Immediately through September 30, 2014

Position Summary:

The United States Bankruptcy Court for the Western District of Pennsylvania (the "Court") is accepting applications for a part-time, temporary Scanning Technician in our Pittsburgh office. This entry level position provides operational support to the Court by accurately and efficiently scanning and uploading documents using computer hardware and software designed to create accessible, reliable electronic records from paper-based files. The incumbent also will provide limited clerical support to the Court. This part-time position of 20 hours per week is subject to funding and could become permanent.

Requirements:

High school graduation or equivalent is required. An Associate's degree or one year of experience is a plus. Exceptional skill in sorting, organizing, and filing is essential. The individual must be able to type a minimum of 40 WPM. (Testing will be part of the interviewing process.) Skills in using standard office equipment, personal computers, and data entry are required. The ability to work effectively as part of a team and to follow detailed instructions is required. The ability to communicate and interact effectively and appropriately is critical.

Scanning Technician (Part-Time, Temporary), Pittsburgh, Pennsylvania

Miscellaneous:

Employees of the Court serve under "Excepted Appointment" and are considered "At-Will" employees. Appointment is provisional, and retention is contingent upon the successful completion of a background check.

How to Apply:

Qualified candidates must electronically submit a cover letter, a resume, and a *Federal Judicial Branch Application for Employment* (Form AO 78) for consideration. Instructions and forms to apply electronically are available at: <http://www.pawb.uscourts.gov/career-opportunities>.

Please DO NOT CALL OR EMAIL the Court inquiring about the position. Due to the anticipated high volume of applications, the Court cannot respond to inquiries.

All applicants must be a U.S. citizen or be eligible to work in the United States.

All appointments subject to FBI Fingerprint Background Check, with periodic reinvestigation, if applicable.

All appointments also subject to mandatory electronic funds transfer.
