



# United States Courts

## District of Montana

### Vacancy Announcement

#### 03D:2021M

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| <b>Position Title:</b>        | Scanning Clerk  |
| <b>Duty Station:</b>          | District of Montana Clerk's Office in Missoula                                      |
| <b>Starting Grade/Salary:</b> | CPS CL 23 (\$34,945)  |
| <b>Announcement Date:</b>     | April 2, 2021   |
| <b>Application Deadline:</b>  | Open until filled, with preference given to applications received by April 16, 2021 |
| <b>Status:</b>                | Temporary position from 5/1/2021 – 9/30/2021<br>15 – 40 hours each week             |

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### Position Overview

This position is located in the clerk's office of the U.S. District Court, and is an entry level, temporary position designated to work on a specific project. Duties include scanning paper documents to an electronic database, checking the quality of all scanned documents, data entry, filing, and regular communication regarding the status of the project. The individual chosen for this position must abide by strict confidentiality rules, follow all court personnel policies, and undergo an FBI fingerprint check to determine employment suitability. The position is expected to last for five months.

### Minimum Qualifications and Requirements

- A high school diploma or equivalent is required.
- Experience with office machines, data entry, and filing.
- Strong organizational and time management skills.
- Ability to communicate in person and in writing.

### Conditions of Employment

The selectee will be subject to an FBI background check (fingerprints). Employment will be considered provisional until the FBI background check is completed. Selectees must be a United States citizen or meet Appropriations Act citizenship requirements for federal employment.

Employees of the federal judiciary must adhere to all Judicial Conference regulations, must follow the policies outlined in the Guide to Judicial Policy, and are bound by the ethical standards established by the chief judge and the Code of Conduct for Judicial Employees.

Employees of the federal judiciary are considered at will employees and are not covered by the Office of Personnel Management's civil service classification system or regulations. Employees are required to use electronic funds transfer for payroll (direct deposit).

### Application Procedure

**Online Application (preferred):**

<https://opportunities.ilnb.uscourts.gov/Employment/appform.cfm?ref=p4ezazbn&pos=03D2021M>

**U.S. Mail:** Susie Johnston, HR Administrator  
U.S. Probation  
PO Box 7675  
Missoula, MT 59807

**Fax:** Include cover sheet (Attn: Human Resources) and number of pages  
406-303-6813

Applicants will receive an email confirmation of receipt of their application. Due to the expected volume of applications any further communication will be limited to those individuals contacted for screening and interviews. Applicants selected for interviews must travel at their own expense and relocation expenses are not authorized.

The Court reserves the right to modify the conditions of this vacancy announcement or to withdraw the announcement without prior written or other notice.

**Benefits**

Employees of the United States District Court serve under an Excepted Appointment and are considered “at will” employees. Judiciary employees are not covered by the Office of Personnel Management’s civil service classification system or regulations. Additional information regarding the U.S. Courts, and the Judicial Code of Conduct benefits can be located at [www.uscourts.gov](http://www.uscourts.gov).

*The United States Courts are an Equal Opportunity Employer.*