



United States District Court
District of New Mexico
Office of the Clerk
333 Lomas Blvd. NW, Ste 270
Albuquerque, NM 87102
Telephone: 505-348-2000

NOTICE OF JOB OPPORTUNITY
UNITED STATES DISTRICT COURT, DISTRICT OF NEW MEXICO

Vacancy Announcement #: 14-ABQ/OPS-2

ANNOUNCEMENT DATE: May 5, 2014

CLOSING DATE: May 23, 2014

POSITION: **Records Technician, Temporary**
Temporary position ends September 30, 2014
Part-time or Full-time

STARTING LEVEL/SALARY: **\$12.16 to \$19.77/hour**
(Depending on Qualifications)

LOCATION: **Albuquerque, New Mexico**

POSITION OVERVIEW

This position is located in the Albuquerque Clerk's Office for the United States District Court, District of New Mexico, and reports to a Case Management Supervisor. The Records Technician is responsible for assisting operations staff with the electronic conversion and quality review of physical records for the purpose of entry into the Case Management/Electronic Case Files (CM/ECF) system. The incumbent will assist in ensuring accurate and timely processing of the converted records.

DUTIES AND RESPONSIBILITIES

- ◆ Assist in the sorting, classifying, scanning and electronic conversion of physical records into the CM/ECF system.
- ◆ Assist in the quality-checking of all electronically converted records to ensure each has been correctly converted and uploaded in CM/ECF.
- ◆ Provide regular written and verbal feedback regarding conversion and scanning status, and direct any questions or concerns to the immediate supervisor.

- ◆ Apply established methods to audit the accuracy and timeliness of the conversion processes.
- ◆ Act as a staff resource for records-related issues and coordinate records research and solutions for requests from the public, Bar, chambers and court staff
- ◆ Assist Operations staff in performance of other tasks and projects, as determined by Operations management.
- ◆ Perform other related duties as assigned.

MINIMUM REQUIRED EXPERIENCE/QUALIFICATIONS

High school graduation or equivalent.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

COURT OPERATIONS

- ◆ Ability to apply the court's policies, procedures, practices, and guidelines related to records administration, including those related to scanning and electronically converting legal documents. Ability to learn court operations and relevant legal terminology. Ability to comply with regulations and procedures and to follow detailed instructions. Ability to work and interact effectively with workgroups within the office. Ability to meet deadlines and commitments.

JUDGMENT AND ETHICS

- ◆ Ability to learn about and comply with the *Code of Conduct for Judicial Employees* and court confidentiality requirements. Ability to consistently demonstrate sound ethics and judgment.

WRITTEN AND ORAL COMMUNICATION

- ◆ Ability to communicate effectively (orally and in writing). Ability to interact effectively and appropriately with a wide variety of people.

INFORMATION TECHNOLOGY AND AUTOMATION

- ◆ Skill in typing and the use of automated equipment, including word processing and spreadsheet applications, court computer programs, automated case management systems, and other related databases and applications. Skill in using standard office equipment (copiers, printers, fax machines, etc.). Skill in or the ability to learn how to use scanners and microfiche equipment.

CONDITIONS OF EMPLOYMENT

- ◆ Employees must be United States citizens or eligible to work in the United States.
- ◆ Employees of the United States District Court are Excepted Service Appointments; Excepted Service Appointments are "at will" and can be terminated with or without cause by the court.
- ◆ Employees are required to adhere to a code of Ethics and Conduct.
- ◆ Applicants are subject to a criminal background investigation. An individual may be hired provisionally pending successful completion of the necessary records checks.

- ◆ Travel for an interview and relocation expenses will not be reimbursed.
- ◆ The court provides reasonable accommodations to applicants with disabilities.
- ◆ Direct deposit (EFT) of salary earnings is required.
- ◆ This position is temporary.

BENEFITS

A generous benefits package is available to temporary employees which may include:

- ◆ Paid federal holidays
- ◆ Social Security
- ◆ Paid sick leave accrued at the rate of 1 hour per every 20 hours in pay status
- ◆ *For appointments of 90 days or more:* Paid annual leave in the amount of 1 hour per every 20 hours in pay status

APPLICATION INFORMATION

Qualified applicants must submit a **cover letter with three references and an *AO-78** (*Federal Judicial Branch Application for Employment*) by email to: usdcjobs@nmcourt.fed.us.

Please include "RECORDS TECHNICIAN" in the subject line.

* The AO-78 can be downloaded at www.uscourts.gov/careers.

Applications must be submitted in ONE PDF document.

Illegible or incomplete applications may result in loss of consideration for the position. Applications must be received by the deadline. PDF format is required. Documents that cannot be downloaded by the court cannot be considered.

Only qualified applicants will be considered for this position and are encouraged to apply. Only applicants selected for an interview will be contacted. The U.S. District Court reserves the right to amend or withdraw any announcement without written notice to applicants. If a subsequent vacancy of the same position becomes available within a reasonable time of the original announcement, the court may elect to select a candidate from the original qualified applicant pool.

THE UNITED STATES DISTRICT COURT IS AN EQUAL OPPORTUNITY EMPLOYER