



CAREER OPPORTUNITY

UNITED STATES PROBATION OFFICE

Texas Northern

POSITION TITLE:	Scanning Technician Not-to-Exceed - One year and one day
ANNOUNCEMENT:	15-01
DUTY STATION:	Dallas, Texas
OPEN DATE:	December 19, 2014
CLOSING DATE:	January 19, 2015
STARTING SALARY:	CL 21 \$21,289 to \$30,170 (Table 56)

DISTRICT SUMMARY

This district is one of the largest geographic areas in the United States. We serve a one hundred-county area, bordering the states of Oklahoma and New Mexico. These counties also extend to approximately ninety miles from the Mexican border. Our headquarters office is located in downtown Dallas in the Earle Cabell Federal Building. We also have offices located in the federal courthouses in Fort Worth, Wichita Falls, Abilene, San Angelo, Lubbock and Amarillo. In the Dallas/Fort Worth metroplex area we have one additional office in Arlington, TX.

POSITION OVERVIEW

This is an introductory position that will provide a learning opportunity to those interested in the field of criminal justice. The incumbent will scan and upload documents using computer software and hardware designed for this purpose. The documents are saved to designated electronic folders. The incumbent will also provide clerical support to staff. The Scanning Technician is under the direct supervision of the Clerical Manager or a Supervisory Clerk.

Job responsibilities include, but are not limited to:

- Sort, classify, and scan relevant documents from case files
- Ensure that all scanned documents have been correctly uploaded and organized
- Conduct quality control inspection of the scanned image prior to paper document destruction
- Provide regular feedback regarding the status and any problems with the system
- Perform back-up clerical duties to include photocopying and assembly of packets, shredding, and data entry
- Operate various scanning and photocopying equipment
- Answer telephones
- Assist visitors
- Perform other related duties as assigned

CLASSIFICATION REQUIREMENTS

The Scanning Technician position is part of the Operational Court Support occupational group. Operational court support positions require experience in applying recurring procedures and using specialized terminology that demonstrate the ability to apply a body of rules, regulations, directives, or laws.

To qualify for a CL 21 position, the incumbent must be a high school graduate or equivalent.

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MINIMUM POSITION REQUIREMENTS

To qualify for this position the applicant must have demonstrated the ability to:

- Operate office equipment such as a photocopier, scanner, and telephone
- Provide good customer service
- Follow instructions and procedures
- Accurately enter data into a database
- Be computer literate

PREFERENCE

Some college preferred

BENEFITS

Employees of the U.S. Probation and Pretrial Services Office are eligible to receive benefits which include participation in the Federal Employees Retirement System, Thrift Savings Plan, choice of a health benefit plan from several options, life insurance; optional long term care coverage and long term disability coverage, optional vision insurance and dental insurance, annual and sick leave, a pre-tax reimbursement program; federal holidays, and mandatory Electronic Funds Transfer for payment of net pay.

HOW TO APPLY

Applicants who meet the classification and minimum position requirements should submit a resume (one page limit) of their professional experience and educational background along with a cover letter (one page limit) explaining why you want to work for Texas Northern.

**United States Probation
Human Resources - #P15-01 (Scanning Technician)
Attn: Human Resources Manager
E-mail: human_resources@txnp.uscourts.gov**

We appreciate your interest in employment with our district; we will acknowledge receipt of your resume via an automated email reply.

Applicants who meet all minimum requirements will receive instructions on how to complete and submit an application packet. There is no need to submit an application with your resume packet.

DISCLOSURES

- U.S. Probation requires employees to adhere to a Code of Ethics and Conduct for Judicial Employees
- U.S. Probation reserves the right to fill more than the number position(s) noted above, re-advertise or extend the screening process for this position
- Applications will be accepted from US Citizens and Non-Citizens as allowed by appropriations and statute
- Candidates will be required to complete a skills assessment
- The final candidate will be subject to a record check with law enforcement agencies and credit bureaus

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- All non-law enforcement employment with U.S. Probation is considered at-will which means that employment may be terminated at any time by either the employer or employee, with or without cause
- Positions designated as high-sensitive are subject to an additional background investigation
- This position may be extended, without further advertisement, after the one-year one-day term at the sole discretion of the Chief

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