CAREER OPPORTUNITY

UNITED STATES PROBATION OFFICE
Texas Northern

POSITION TITLE:	Scanning Technician (1 position) Not-to-Exceed - One year and one day
ANNOUNCEMENT:	16-04
DUTY STATION:	Dallas, Texas
OPEN DATE:	January 26, 2016
CLOSING DATE:	February 29, 2016 (with preference given to applications received by 2/12/2016)
STARTING SALARY:	CL 21 Dallas $21,775 to $35,428

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

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 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, scan, and shred 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
- Operate various scanning, photocopying, and shredding equipment
- 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.

MINIMUM POSITION REQUIREMENTS

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

- Operate office equipment such as a photocopier, scanner, shredder, and telephone

- Provide good customer service
- Follow instructions and procedures
- Accurately enter data into a database
- Be computer literate

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 requirements outlined in the position announcement will be required to upload the following documents to the Employment Application System (link provided below), and answer the pre-screening questions.

- Cover letter (two page limit)
- Resume (two page limit) citing professional experience and educational background.
- Two most recent performance evaluations
- A completed application (AO-78)
- References (AO-78 Supplement A)
- Official transcripts

All documents, with the exception of transcripts, must be submitted via the online Employment Application System using the following link:

https://tdi.ilnb.uscourts.gov/wwwroot/Employment/appform.cfm?ref=yv7gpw3b&pos=16-04
Note: This link is unique for this position opening only.

Application packets submitted via fax, email, or the U.S. Postal service will not be considered for this position.

TRANSCRIPTS
Because only **official** transcripts will be accepted, transcripts are submitted separately. Official transcripts must be submitted by:

- A link sent to hr@txnp.uscourts.gov from your university or college, or
- Regular mail or overnight courier to:

U.S. Probation & Pretrial Services
Human Resources Department
1100 Commerce Street, Room 1329
Dallas, TX 75242

U.S. Probation is an Equal Opportunity Employer

Additional information about employment within U.S. Probation & Pretrial Services, and blank application and references forms are found at:

http://www.txnp.uscourts.gov/content/careers-within-us-probationpretrial-services

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 may be subjected to a skills assessment
- The final candidate will be subject to a record check with law enforcement agencies and credit bureaus
- 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

U.S. Probation is an Equal Opportunity Employer