



CAREER OPPORTUNITY

UNITED STATES PROBATION AND PRETRIAL SERVICES OFFICE

Texas Northern

POSITION TITLE:	Scanning Technician - Temporary
GRADE:	CL 21
ANNOUNCEMENT NUMBER:	26-12
LOCATION:	Dallas, Fort Worth, and Lubbock, Texas
OPEN DATE:	03/11/2026
CLOSING DATE:	Open until filled (Preference given to those who apply before 04/10/2026
STARTING SALARY:	\$25,945 - \$45,844 (Tables RUS and DFW)

DISTRICT MISSION STATEMENT

We value each individual and their potential to change. As effective agents of that change, we provide excellent service to our clients and the courts, creating a safer community through the fair administration of justice. Our guiding principles are Dedication, Empowerment, Idealism, and Integrity. Read more about our district [here](#).

POSITION OVERVIEW

The United States Probation & Pretrial Services Office for the Northern District of Texas has openings for three temporary Scanning Technicians. The successful candidate will be responsible for uploading documents using computer software and hardware designed for this purpose. Documents are saved to electronic folders. The positions are **temporary in nature and are expected to last up to six months, but no more than one year.**

Job responsibilities include, but are not limited to:

- Sort, classify, scan, and shred relevant documents from paper case files into the Probation/Pretrial Automated Case Tracking System (PACTS).
- Quality-check all scanned documents to ensure each has been correctly uploaded and organized in the PACTS Document Imaging Module (PDIM).
- Conduct quality control inspection of the scanned image prior to paper document destruction.
- Provide regular feedback regarding scanning status and direct any questions or concerns to the Operations Support Supervisor.
- Operate various scanning, photocopying, and shredding equipment.
- Perform additional general scanning, photocopying, mailing, and faxing.
- Perform other related duties as assigned.

QUALIFICATIONS

For placement at the CL 21 level (\$25,945 - \$45,844), the applicant must have a high school diploma 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, high-speed and bulk scanners, shredder, and telephone.
- Sort, organize, and file documents and follow detailed scanning instructions to upload numerous documents to appropriate electronic repositories.
- Learn court operations and legal technology.
- Ability to apply the court's policies, procedures, practices, and guidelines related to office administration, including those related to scanning legal documents.
- Adhere to the confidentiality of case file information and exercise sound ethics and judgment.
- Accurately enter data into a database.
- Demonstrate exceptional attention to detail.

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, paid parental leave, a pre-tax reimbursement program, eleven federal holidays, and mandatory Electronic Funds Transfer for payment of net pay. More benefits information may be found [here](#).

*Employee must work 130 hours or more per month to be eligible for the Federal Employee Health Benefit (FEHB) and the full government premium contribution.

HOW TO APPLY

Applicants who meet the classification and minimum requirements for the position should:

1. Submit a cover letter (**two-page maximum**) discussing the applicant's related skills, experience, and interest in the position.
2. Submit a resume (**two-page maximum**) citing professional experience and educational background.
3. Submit your two most recent performance evaluations.
4. Submit a completed application ([Federal Judicial Branch Application for Employment, AO 78](#)). **If the AO 78 application is not current (5/24 revision in the upper left corner), the application for this opportunity will be rejected.** Questions 19, 20, and 21 on the application must be answered. Please note the additional documents related to military service that may be required to complete the process (listed on page one of the application).
5. Qualified applicants should upload their documents using our HR Employment Application System located at:

<https://opportunities.ilnb.uscourts.gov/Employment/appform?ref=yv7gpw3b&pos=26-12>

Note: This system will not let you continue without uploading all documents. If you fail to provide the required documents, your application package will be considered incomplete and may not be considered.

Unofficial transcripts may be uploaded via the link above. However, if not already on file with TXN Probation & Pretrial Services, **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 - HR Department
1100 Commerce Street, Room 1329
Dallas, TX 75242**

DISCLOSURES

- U.S. Probation reserves the right:
 - To modify the conditions of this job announcement.
 - To withdraw or re-advertise the announcement.
 - Not to fill the position listed in this announcement.
- Applications will be accepted from U.S. Citizens and [non-Citizens as allowed by appropriations and statute.](#)
- Applicants selected for interviews must travel at their own expense, and relocation expenses will not be reimbursed. Applicants who are invited to interview may advise the Human Resources office if an accommodation is necessary.
- U.S. Probation requires employees to adhere to a Code of Ethics and Conduct.
- The final candidate(s) will be subject to a record check with law enforcement agencies and credit bureaus.
- The U.S. Probation Office is a part of the Judicial Branch of the United States government. Although comparable to the Executive Branch (civil service) in salary, leave accrual, health benefits, life insurance benefits, and retirement benefits, generally court employees are not subject to the many statutory and regulatory provisions that govern civil service employment.

Questions regarding this announcement may be directed to HR@txnp.uscourts.gov. Additional information about employment within U.S. Probation & Pretrial Services, and blank application and references forms may be found [here](#).