United States Probation and Pretrial Services Office, Eastern District of Arkansas

Scanning Technician **Job Announcement Number: 2014-05**

FULL-TIME TEMPORARY POSITION
$12.11 per hour
(CL-21 2014 Salary Table 01)

Position Overview:

The U.S. Probation and Pretrial Services Office for the Eastern District of Arkansas is seeking applications for a temporary Scanning Technician. This is an entry level operational court support position. The Scanning Technician scans and uploads documents using computer hardware and software designed for this purpose. Documents are saved to designated electronic system folders. **This is a full-time temporary position not to exceed September 30, 2014.**

Opening Date: Monday, June 16, 2014

Closing Date: Monday, June 30, 2014 (*opened until filled)

*Preference will be given to applications submitted by Monday, June 30, 2014.

Position Location: Little Rock, Arkansas

Not-To-Exceed Date: Position will terminate no later than September 30, 2014.

Education, Professional Work Experience, and Desirable Characteristics:

- Must have a high school diploma or equivalent.
- Preferable that applicant have previous clerical, office, or other related work experience.
- Preferable that applicant have excellent communication and automation skills.
- Preferable that applicant be organized, efficient, and produce accurate work.
- Applicant must adhere to the Judiciary's Code of Conduct policy as required confidentiality of case file information is essential.
- Our organization is looking for happy (positive outlook and want to serve others), helpful (fully involved self-starter who utilizes skills independently and interdependently), curious (embraces learning to be an expert in our changing field), and accountable (not about deadlines as much as about clear expectations designed to produce results) employees.

Background Investigation and Medical Standards:

The selected applicant must successfully complete a FBI fingerprint background check, credit check, and National Crime Information Center (NCIC) criminal record check as a condition of employment.

Disclosure Information:

All information provided by applicants is subject to verification and background investigation.

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Applicants are advised that false statements or omission of information on any application materials or the inability to meet the following conditions may be grounds for non-selection, withdrawal of an offer of employment or dismissal after being employed.

Please disclose the name(s) of a relative(s) or a close associate(s), who has been or who is currently a defendant or an offender in the federal, state, or local probation or parole system. Explain his\her relationship to you. Please disclose any circumstance, situation, or information in your background that may be relevant to the consideration process, including, but not limited to, criminal history and financial history. The disclosed information will not automatically preclude you from employment as a United States Probation Officer. This information will, however, be considered by the Court and the Court Unit Executive to determine your suitability for the position.

If you are unsure about what should be disclosed, if anything, submit the information to G. Edward Towe to be evaluated. Please provide specific details including dates. Submit this confidential information directly to G. Edward Towe, Chief United States Probation and Pretrial Services Officer, 600 W. Capitol Street, Suite A226, Little Rock, Arkansas 72201. **Do not** include your confidential letter with your application documents. Please write 'CONFIDENTIAL' on the envelope and on the letter. It is your responsibility to fully disclose all information that may affect your appointment, if you are hired for the position.

General Information:

- Applicant must be a U.S. Citizen or eligible to work in the United States and have a valid driver's license.
- This position is subject to mandatory Electronic Funds Transfer (EFT) participation for payment of net pay.
- Employee will not be eligible for Federal Judiciary retirement or health benefits aside from leave accrual of four (4) hours per pay period of annual and sick leave.

Application Procedures:

Access and download the complete position description, the employment application, and this job vacancy announcement by visiting the careers page at http://www.arep.uscourts.gov. Electronically transmit your application documents to arepdb_humanresources@arep.uscourts.gov.

Application Packet Includes: Cover letter, AO-78 Application for Judicial Branch Employment, a resume, transcript, and three references. Application documents must be received no later than 5:00 p.m., June 30, 2014. Facsimiles will not be accepted.

The U.S. Probation Office reserves the right to modify the conditions of this job announcement or withdraw the job announcement or to fill the position earlier than the closing date, any of which actions may occur without prior written notice.

An Equal Employment Opportunity Employer

Job Title	Scanning Technician	CL - 21
Occupational Group*	Operational Court Support	

Job Summary

This is an entry level operational court support position. The Scanning Technician scans and uploads documents using computer hardware and software designed for this purpose. Documents are saved to designated electronic system folders. The incumbent provides limited clerical support to staff.

Representative Duties

- Sort, classify, and scan appropriate 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).
- Provide regular feedback regarding scanning status, and direct any questions or concerns to the supervising Administrative Assistant.
- Travel to branch offices to perform document scanning, as required.
- Perform additional general scanning, photocopying, mailing, and faxing.
- Perform backup clerical duties, including mail sorting, filing, photocopying, faxing, and document delivery, as required.
- Perform other related duties as assigned.

Factor 1 – Required Competencies (Knowledge, Skills, and Abilities)

Administrative Management

- Skill in sorting, organizing, and filing documents. Ability to follow detailed scanning instructions and upload numerous documents to appropriate electronic repositories.

Court Operations

- Ability to apply the court's policies, procedures, practices, and guidelines related to office administration, including those related to scanning legal documents. Ability to learn court operations and relevant legal terminology.

Judgment and Ethics

- Knowledge of and compliance with the *Code of Conduct for Judicial Employees* and court confidentiality requirements. Ability to consistently demonstrate sound ethics and judgment.

Written and Oral Communication/Interaction

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

Information Technology and Automation

- Skill in using standard office equipment (copiers, printers, fax machines, etc.). Skill in use of personal computer and data entry. Ability to use high-speed and bulk scanners.

Factor 2 – Primary Job Focus and Scope

The primary focus of the job is to contribute to the integrity of electronic case files by accurately and efficiently scanning legal documents from paper-based case files. Scanning Technicians' adhering to the confidentiality of case file information is essential. Incumbents assist in the administration of the office by occasionally providing basic clerical support which adds to the efficiency of the operation and service to the court's customers.

Factor 3 – Complexity and Decision Making

Tasks performed are straightforward. Contents of paper-based case files are reviewed to determine and sort various types of standardized documents. Instructions for operating scanners are readily available and can be easily learned. Incumbents make decisions based on well-defined policies,

standards, and procedures and refer questions or unusual circumstances to the supervisor.

Factor 4A – Interactions with Judiciary Contacts
The primary judiciary contacts are managers, officers, officer assistants, and support staff for the purpose of providing routine administrative support.

Factor 4B – Interactions with External Contacts
External contacts are infrequent, but may include reception personnel of other federal agencies when hand delivering documents, and postal workers when performing mail duties.

Factor 5 – Work Environment and Physical Demands
Work is performed in an office setting. Some standing, bending, and lifting of boxes may be required. Travel to other branch offices to scan documents may be required.

*Occupational Group:

Operational Court Support Positions = **O**
Administrative Court Support Positions = **A**
Professional Administrative Positions = **PA**
Professional Line Positions = **PL**