



UNITED STATES DISTRICT COURT
DISTRICT OF HAWAII
U.S. PROBATION OFFICE
**VACANCY ANNOUNCEMENT
NO. 2015-11**

Position: **SCANNING TECHNICIAN**

Status: Full-time, Excepted Service, Temporary (up to one year and one day) with potential for extension without further competition, subject to funding.

Classification Level: Grade: CL 21 step 1 *\$23,298 annual salary
**Salary noted above includes 12.25% Honolulu, Hawaii Cost of Living Adjustment (COLA).*

Position Location: U.S. Probation Office
300 Ala Moana Boulevard, Room 2300
Honolulu, HI 96850

Closing Date: Position open until filled. Applications received by October 25, 2015 will be given priority consideration.

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 and may perform any or all of the following duties and responsibilities:

- 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 Data Quality Analyst/Team Leader.
- Maintain case file information.
- Perform additional general scanning, photocopying, mailing, and faxing.
- Perform backup clerical duties, including mail sorting, filing, photocopying, faxing, and document delivery, as required.
- Assist Probation Officers with special projects.
- All other duties as assigned.

QUALIFICATIONS:

- Must have a high school diploma (college degree preferred)
- Must be at least 18 years of age
- Basic computer skills
- Detail-oriented
- Knowledge of copy/scanning equipment

CONDITIONS OF EMPLOYMENT:

Applicants must be U.S. Citizens or eligible to work in the United States. A successful background check is required for employment in this position. The Probation Office may complete an investigation of criminal records, motor vehicle records, credit reports, and employment checks.

The Court requires employees to adhere to a Code of Conduct which is available upon request. Direct deposit is required for payment of compensation.

TO APPLY: Qualified applicants must submit copies of ALL of the following documents:

- 1) Cover letter which includes a narrative statement which addresses which addresses your qualifications, skills and relevant experience;
- 2) Copy of resume; and
- 3) Judicial Branch Federal Employment application (AO-78), which is available from the Hawaii U.S. District Court website: www.hid.uscourts.gov under FORMS and “Miscellaneous”

You must submit **ALL** required documents to be considered for this opportunity; incomplete packets will not be considered. Non-submission of the required documentation listed above or an incomplete application packet will disqualify applicant from further consideration.

Please submit electronically via email to: careers@hip.uscourts.gov

Due to the volume of applications, the U.S. Probation Office will only communicate with those individuals who will be invited for personal interviews and only applicants who are interviewed will receive a written response regarding their application status. The U.S. Probation Office is not authorized to reimburse candidates for interview or relocation expenses.

The District of Hawaii U.S. Probation Office reserves the right to modify or withdraw this vacancy announcement, or to fill the position any time before the closing date, any of which may occur without prior written or other notice. If a subsequent vacancy of the same position becomes available within a reasonable time of the original announcement, the Chief U.S. Probation Officer may elect to select a candidate from the original qualified applicant pool.

AN EQUAL OPPORTUNITY EMPLOYER