

CAREER OPPORTUNITY



UNITED STATES PROBATION OFFICE WESTERN DISTRICT OF OKLAHOMA

POSITION:	Document Technician (<i>Temporary, not to exceed one year and one day from appointment</i>)
POSITION TYPE:	More than one position may be filled Part-Time or Full-Time, depending on funding
VACANCY NUMBER:	23-07
LOCATION:	Oklahoma City, Oklahoma
DATE POSTED:	June 26, 2023
CLOSING DATE:	Open until filled
SALARY RANGE:	CL 22, Step 1-25

The U.S. Probation Office is seeking an energetic individual to work as a document technician. The incumbent is responsible for the preparation and integrity of documents uploaded using computer software and hardware designed for this purpose. The documents are saved to designated electronic folders. The incumbent will also provide limited clerical support to staff.

REPRESENTATIVE DUTIES & RESPONSIBILITIES

Job responsibilities include, but are not limited to:

- Sort, classify, prepare and scan relevant documents from case files into an automated database.
- Ensure that all scanned documents have been correctly uploaded and organized
- Provide regular feedback regarding the status and any problems with the system
- Conduct quality control inspection of the scanned image prior to paper documentation destructions
- May perform back-up clerical duties to include photocopying and assembly of packets, and shredding
- Operate various scanning and photocopying equipment
- Perform backup clerical duties, including office phone coverage, mail sorting, filing, and photocopying as required
- Perform other duties as assigned

QUALIFICATIONS

Preference will be given to candidates with at least one year of general experience and/ or some college credits. General experience is defined as: progressively responsible clerical, office or other work that indicates the possession of, or the ability to acquire, the particular knowledge and skills needed to perform the duties of the position. Outstanding customer service, communication and organizational skills are required. Must have the ability to handle more than one task at a time, prioritize and manage your own workload. Demonstrated computer skills (keyboard, Windows XP or higher).

CONDITIONS OF EMPLOYMENT

Applicants must be U. S. citizens or eligible to work in the United States. The court requires employees to adhere to the [Code of Conduct for Judicial Employees | United States Courts \(uscourts.gov\)](http://uscourts.gov). Employees of the United States District Court are Excepted Service Appointments. Excepted service appoints are **at will** and can be terminated with or without cause by the court. This is classified as a “sensitive” position and the selected candidate will be subject to a technical fingerprint check through the FBI Criminal Justice Information Services Division database, credit report, and employment checks as a condition of employment.

NOTICE TO APPLICANTS

A successful background check is required for employment in this position. The probation office will complete an investigation of criminal records, motor vehicle records, credit reports and employment checks. Employment is provisional and contingent upon a successful background check. Use of Electronic Funds Transfer (direct deposit) is mandatory for payment of compensation.

BENEFITS

- The opportunity to serve in a rewarding public service position
- Accrual of paid vacation and sick leave
- Periodic salary increases
- 11 paid federal holidays
- Free employee parking

PROCEDURES FOR APPLYING

To be considered for this position, applicants must submit an application packet that includes:

- 1) Letter of interest summarizing your qualifications, skills and abilities relevant to this position
- 2) Resume
- 3) AO-78 application form. The AO78 application form can be downloaded at http://www.okwp.uscourts.gov/sites/default/files/forms/ao_078.pdf.
- 4) Most recent transcript
- 5) Name and contact for one (1) professional reference (i.e., work manager, professor, etc.)

To apply, email as one PDF document to niki.morgan@okwp.uscourts.gov and add “23-07 Doc Tech” in the email subject line.

Applications will be received until the position is filled. Incomplete application materials will not be considered. All application information is subject to verification.

Due to the volume of applications received, only applicants who are interviewed will receive a written response regarding their application status.

The U. S. Probation Office reserves the right to amend or withdraw any announcement without written notice to applicants.

The United States Courts is an Equal Employment Opportunity Employer