



Position Announcement #16-10
June 6, 2016

**UNITED STATES DISTRICT COURT
Northern District of Illinois
U.S. PROBATION OFFICE**

**CAREER OPPORTUNITY FOR
PART-TIME TEMPORARY SCANNING TECHNICIAN**

DUTY STATION: Chicago, Illinois

OPENING DATE: Monday June 6, 2016

CLOSING DATE: Open until filled**
** Applications received by close of business June 20, 2016 will be given priority consideration.

Not-to-Exceed DATE: This is a temporary, part-time position for 6 months, with the possibility of permanent part time.

SCHEDULE: 20 hrs./week, schedule to be determined; schedule may be flexible within the parameters of office hours (8:30 a.m. – 5:00 p.m.)

PAY RANGE: Classification Level 21
\$10.84/hr-\$13.57/hr.

Overview:

The Probation Office for the Northern District of Illinois serves 37 U.S. District Judges and 12 Magistrate Judges and covers 18 counties in northern Illinois. Our office is comprised of 100+ employees. The Probation Office headquarters is located at 230 S. Dearborn St., Suite 3400, Chicago, IL 60604. There are two divisional offices (Eastern, located in Chicago, IL and Western, located in Rockford, IL) and one satellite office (located in Lisle, Illinois).

We are now accepting applications from qualified candidates for a temporary part-time Scanning Technician. The Scanning Technician scans and uploads documents using computer hardware and software designed for this purpose. Documents are saved to designated electronic system folders.

Job responsibilities include, but are not limited to:

- Sort, classify, and scan appropriate documents from paper case files into the Probation 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 assigned supervisor.
- Perform additional general scanning, photocopying, shredding, mailing and faxing.
- Perform other related duties as assigned.

Qualification Requirements:

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

- Operate office equipment such as a photocopier, scanner and shredder.
- Follow instructions and procedures.
- Accurately enter data into a database.
- Be computer literate.
- Prior office experience preferred.

The incumbent must be a high school graduate or equivalent. Must be a U.S. citizen, or eligible to work in the United States.

Benefits:

U.S. Probation employees are Judicial branch employees and work for the U.S. Courts. Temporary Employees are entitled to certain benefits depending on duration of appointment. This position is subject to mandatory electronic funds transfer (direct deposit) participation of salary payments.

Application Procedure:

For consideration, qualified applicants must provide the following:

1. Cover letter expressing your interest, and referencing the Position Title and Announcement #
2. Completion of AO78 application form (follow link below)
<http://www.ilnp.uscourts.gov>

You may send your application packet via U.S. Mail or email. If sending via email, please send entire packet as **one PDF attachment** to **human_r_ilnp@ilnp.uscourts.gov**. Please title the

email by the Position Title and Position Announcement # (e.g. PT Temp Scanning Tech, #16-10). Applications may be mailed to: ATTN: Human Resources, U.S. Probation Office, 230 S. Dearborn St., Suite 3400 Chicago, IL 60604 Failure to submit any of the items requested may disqualify you from consideration.

Due to the expected high volume of applicants for this position, the U.S. Probation Office will only make contact with those applicants who are invited to interview.

Miscellaneous:

The selectee considered for this position will undergo an internal background investigation, including a criminal background check.

Employees of the U.S. Probation Office are appointed in the excepted service, and are considered “at-will” employees. All employees are required to adhere to a Code of Conduct, copies of which are available upon request. Applicants must be United States citizens or eligible to work in the U.S. The U. S. Probation Office is not authorized to reimburse candidates for interview or relocation expenses.

The U.S. Probation Office has the right to modify the conditions of this vacancy announcement, withdraw the announcement, or fill the position at any time before the closing date, any of which may occur without prior written or other notice.

THE UNITED STATES COURTS IS AN EQUAL OPPORTUNITY EMPLOYER

**JGW/gmr/wg
5/31/16**