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Career Opportunity

UNITED STATES PROBATION OFFICE District of Kansas

Position: Scanning Technician (Temporary)
Tour of Duty: Full-Time or Part-Time/Flexible Hours, starting March 1, 2016, with 2-3 month duration depending on hours worked
Classification Level: CL 21
Hourly Range: \$9.89 - \$16.09
* Starting wage is commensurate with qualifications and based upon Court Personnel System (CPS) guidelines.
Location: Wichita, Kansas
Opening Date: February 3, 2016
Closing Date: Open until filled; preference given to applications received by February 26, 2016
Vacancy Number: WI16-3

POSITION OVERVIEW:

This is an entry level, temporary position for a special project within the U.S. Probation Office for the District of Kansas. Hours worked are flexible within regular business hours. Candidates should be available to work between 25-40 hours weekly.

REPRESENTATIVE DUTIES:

These duties are intended to provide generalized examples of major duties and responsibilities that are performed by a Scanning Technician.

- 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 supervising Administrative Support Staff.
- Prepare scanned files for destruction.
- Perform other related duties as assigned.

QUALIFICATION REQUIREMENTS:

Mandatory

To qualify for the position of Scanning Technician, a person must be a high school graduate or equivalent. Must be able to stand for long periods of time, bend, and lift boxes weighing up to 25 pounds.

Preferred

A successful candidate should be organized and possess good judgment, initiative, and maintain a professional appearance and demeanor. Time management skills, accuracy and attention to detail are exceptionally important.

Familiarity with automated office equipment (such as a scanner) and computer database experience are preferred.

EMPLOYEE BENEFITS:

This position is classified by the judiciary as “When Actually Employed” (WAE) with an expected duration of no more than 90 days. Therefore, this position is generally excluded from most federal benefits. However, the work facility does offer free parking and a free onsite fitness center for employees.

APPLICATION PROCEDURE:

To apply for this position, applicants must submit an application via email to ksd_recruitment@ksd.uscourts.gov or by fax to 913-735-2231.

1. completed [AO 78 Application for Judicial Branch Federal Employment](#)*
2. cover letter (optional)
3. resume (optional)

***THE APPLICATION FORMS ARE AVAILABLE ON OUR WEB PAGE UNDER THE “HUMAN RESOURCES” TAB AT: <http://www.ksp.uscourts.gov>**

INFORMATION FOR APPLICANTS:

The Court reserves the right to modify the conditions of this job announcement or to withdraw the job announcement, any of which actions may occur without any prior written notice. This position is subject to mandatory participation for payment of net pay (i.e. Direct Deposit) and a background check. The U.S. Courts require employees to adhere to a Code of Ethics and Conduct which is available to applicants for review upon request. Due to the volume of applications received, the Court may only communicate to those individuals who will be interviewed for open positions.

Applicants must be a U.S. citizen or eligible to work for the United States Government. Proof of eligibility status will be required. The federal Immigration and appropriations law significantly limits the circumstances in which the federal judiciary may employ a non-citizen of the United States. Therefore, the U.S. Courts are responsible for ensuring that all new employees are eligible to work for the United States by reviewing one of the employment eligibility documents specified on the Form I-9 (Employment Eligibility Verification) before placing the selected candidate on federal payroll.

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