

**U.S. PRETRIAL SERVICES & PROBATION OFFICE
UNITED STATES DISTRICT COURT
NORTHERN DISTRICT OF OHIO**



Vacancy Announcement 19-06

POSITION TITLE: Document Technician
(Temporary position – Not to Exceed September 30, 2019*)
Up to three (3) positions may be filled.

REPORTS TO: Probation Support Supervisor

DUTY STATION: Cleveland, OH

CLASSIFICATION LEVEL: CL22

OPENING DATE: April 17, 2019

CLOSING DATE: Opened until filled – first
*consideration will be given to applications
received by May 3, 2019*

The U.S. District Court for the Northern District of Ohio is headquartered in Cleveland and has divisional offices in Akron, Toledo and Youngstown. The Pretrial Services & Probation Office has an immediate opening for Document Technician(s) in the Cleveland office. This is a temporary full-time position not to exceed September 30, 2019. However, this position may be extended for an additional 120 days without further advertisement.

POSITION OVERVIEW

This position is an administrative court support position. The Document Technician 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/receptionist support. Confidentiality of information and records is mandatory.

QUALIFICATIONS:

Applicant must be a U.S citizen or eligible to work in the United States and be a high school graduate or equivalent. 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 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).

REPRESENTATIVE DUTIES

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.
- Assist in front desk/reception coverage as needed.
- Perform other duties as assigned.

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, which includes fingerprint and criminal record checks, motor vehicle records, credit reports and employment checks. This position is subject to mandatory electronic fund transfer (direct deposit) for salary payment.

INFORMATION FOR APPLICANTS:

Judiciary employees serve under excepted appointments and are considered "at will" and can be terminated with or without cause by the Court. The U.S. Courts require employees to adhere to a Code of Conduct that is available to applicants for review at the Court's web site www.ohnd.uscourts.gov. This position is subject to mandatory electronic fund transfer (direct deposit) for salary payment.

Due to the volume of applications received, the Court will only communicate with those applicants who will be tested or interviewed. Applicants selected for interviews must travel at their own expense and relocation expenses will not be reimbursed. The Court reserves the right to modify the conditions of this job announcement or to withdraw the job announcement, or to fill the position sooner than the closing date, if a closing date is shown, any of which action may occur without any prior written notice. The Court may close this announcement at any time, and it is therefore recommended that applications be submitted as soon as possible.

HOW TO APPLY:

All of the following documents must be provided:

- 1) Submit a cover letter which addresses your particular skills and experience, and how those skills and experience can contribute to the position.
- 2) Submit your resume
- 3) Include a list of three (3) professional references
- 4) The completed application form AO78 which is available at the court's web site <http://www.ohnd.uscourts.gov/home/careers-in-the-court/>.

All documentation must be submitted to the address below not later than the close of business (5:00 p.m. EST), on May 3, 2019 to receive first consideration. Application documents may also be emailed to apply@ohnd.uscourts.gov. Emailed application documents must be sent in a single PDF document. Use only one (1) method of application. All requested documentation must be provided in order to be considered for this position.

**U.S. Pretrial Services & Probation Office
U.S. District Court, Northern District of Ohio
ATTN: Human Resources Department, #19-06
801 West Superior Avenue, Suite 1-115
Cleveland, Ohio 44113-1850**

THE UNITED STATES DISTRICT COURT IS AN EQUAL OPPORTUNITY EMPLOYER