



**U.S. PROBATION/PRETRIAL SERVICES OFFICE
DISTRICT COURT OF THE UNITED STATES VIRGIN ISLANDS**

**VACANCY ANNOUNCEMENT
(NO. 2017-VI-STT-01)**

Position Title:	Scanning Technician	
Location:	St. Thomas/St. John Division	
Terms of Employment:	Full-time - Temporary (80 hours per pay period - not to exceed 6 months)	
Starting Salary Range:	\$13.00 per hour	
Opening Date:	04/10/17	Closing Date: 04/28/17

This position is located in the United States Probation Office - St. Thomas/St. John Division. The incumbent must exercise sound judgment, maintain confidences, work harmoniously with others, foster high ethical standards, and demonstrate integrity in meeting the vision and mission of the district. The incumbent will be expected to be familiar with all canons of the *Code of Conduct for Judiciary Employees* and local and national confidentiality policies.

Representative Duties: Sort, classify and scan appropriate documents from paper files into our automated systems or routes for processing. Quality-check all documents to ensure each has been uploaded and organized in the automated systems. Provide regular feedback regarding scanning status, and direct any questions or concerns to the project supervisor. Perform additional general scanning, photocopying, shredding, mailing and faxing. Perform other related duties as assigned.

Minimum Qualifications: Candidate must have a high school diploma or equivalent. The successful candidate must: possess excellent computer skills with a demand for accuracy and quality assurance; have good judgment with the ability to apply concepts to determine the appropriate action to be taken; have attention to detail; ability to communicate with others, orally and in writing; be dependable and have the ability to work independently with minimal supervision. The position requires experience in applying recurring procedures and using specialized terminology that demonstrates the ability to apply a body of rules, regulations and directives or laws. Knowledge of the criminal justice system and prior office experience is preferred.

Employee 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.

Notice to Applicants: The U.S. Probation Office is part of the Judicial Branch of the United States Government. Judiciary employees serve under the "Excepted Appointment" status and are considered "At-Will" employees.

The selected candidate will be required to satisfactorily complete a criminal background investigation. The Court requires employees to adhere to the Code of Conduct for Judicial Employees which is available at:

<http://www.uscourts.gov/rules-policies/judiciary-policies/code-conduct/code-conduct-judicial-employees>

Direct Deposit is required for employee salary compensation. Applicants must be United States citizens or eligible to work in the United States.

Application Process: Qualified candidates should submit a cover letter, along with their resume, list of references and AO78 Application for Judicial Branch Federal Employment. The application can be downloaded from <http://www.uscourts.gov>. Submit application package in one PDF document via email to: HR_Probation@vip.uscourts.gov. Please enter "Application for Scanning Tech-17-STT-01" in the email subject line.

The U.S. Probation/Pretrial Services Office reserves the right to modify the conditions of this job announcement or to withdraw the announcement, either which may occur without prior written notice. Due to the volume of applications expected, only applicants who are selected for an interview and testing will receive a written notification. No telephone calls, please.

The U.S. Probation/Pretrial Services Office is an Equal Employment Opportunity Employer