



**UNITED STATES PROBATION OFFICE
UNITED STATES DISTRICT COURT
WESTERN DISTRICT OF OKLAHOMA**

VACANCY ANNOUNCEMENT #16-02

Position Title:	Document Technician
Type of Appointment:	Part- Time (20 - 32 hours per week) Temporary (<i>not to exceed one year and day from date of appointment</i>)
Location:	Oklahoma City, Oklahoma
Opening Date:	February 17, 2016
Closing Date:	Open until filled.
Salary Range:	CL 22, Step 1 (approx. \$12.42 per hour)

The U. S. Probation Officer is seeking an energetic individual to work as a document technician. The incumbent is responsible for the preparation and integrity of documents entered into an automated database. This position reports to the Program Manager.

REPRESENTATIVE DUTIES: Sort, classify, prepare and scan records into an automated database. Retrieve information from various files and databases.

QUALIFICATIONS:

Applicant must be a U. S. Citizen or eligible to work in the United States and 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 particular knowledge and skills needed to perform the duties of the position.

ADDITIONAL QUALIFICATIONS DESIRED:

Outstanding customer service, communication and organizational skills are required. Must have the ability to handle more than one task at a time, and prioritize and manage their own workload. Demonstrated computer skills (keyboard, Widows XP or higher).

NOTICE TO APPLICANTS:

The incumbent will be fingerprinted and will be subject to a background check as a condition of employment. The appointment is provisional pending a favorable employment suitability determination. The Probation Office reserves the right to amend or withdraw any announcement without written notice to applicants. If a subsequent vacancy of the same position becomes available within a reasonable time of the original announcement, the Chief U. S. Probation Officer may elect to select a candidate from the original qualified applicant pool.

Only applicants who are interviewed will receive a written response regarding their application status.

HOW TO APPLY:

Qualified persons must submit a cover letter summarizing your qualifications, skills and abilities relevant to this position, current resume, and a completed AO-78, *Application for Judicial Branch Federal Employment* form. The application may be downloaded from <http://www.okwp.uscourts.gov> under the “Employment” tab. Faxed or emailed documents will not be accepted. Mail or hand-deliver the required documents to:

United States Probation Office
Attn: Beth Cosper, HR Specialist
Document Technician #16-02
215 Dean A. McGee, Rm. 201
Oklahoma City, OK 73102

The U. S. District Court is an Equal Opportunity Employer

All employees are required to use Electronic Funds Transfer for payroll direct deposit.