

**UNITED STATES DISTRICT COURT  
NORTHERN DISTRICT OF GEORGIA**

**Submit Resume To:**  
**Human Resources Office**  
**Room 2013 U.S. Courthouse**  
**75 Ted Turner Drive, SW**  
**Atlanta, Georgia 30303-3338**  
**Vacancy Announcement: 23-16**  
**Opening Date: March 20, 2023**  
**Closing Date: April 20, 2023 @ 4:45 p.m.**



**POSITION TITLE: Document Technician**  
**CL 22/1 to CL 22/25 (\$31,834 - \$39,806)**  
**Placement depending on qualifications and experience.**

The United States District Court Probation Office for the Northern District of Georgia has an **immediate opening** for a **Document Technician** in the Atlanta office. The incumbent will provide technical and administrative support to the office by scanning and uploading documents into electronic files. When serving as receptionist, providing customer service in accordance with internal policies and procedures to ensure the smooth and efficient operation of the office.

**Representative Duties:**

- Sort, classify, scan, and upload case records into an automated database.
- Quality-check all scanned documents to ensure each has been correctly and legibly uploaded.
- Retrieve information from various files and databases.
- Prepare closed files for shipment to archives.
- Serve as the receptionist as needed by greeting visitors / clients in person and on the telephone, answering routine questions, and directing visitors / callers to the appropriate person or department.
- Perform other such duties as required.

**Job Requirements:**

- Demonstrated computer and keyboarding skills.
- Skill in filing and knowledge of filing requirements.
- Excellent organizational skills.
- Ability to follow detailed instructions and multitask.
- Ability to communicate / interact effectively and appropriately with a wide variety of people with diverse background.
- Must maintain a professional demeanor and presence.
- Must demonstrate sound ethics and judgment.

**Required Qualifications:**

- Frequent lifting of boxes is required.
- Standing, bending, and lifting of boxes is required.
- To qualify at step 1 of CL 22, the successful candidate must be a high school graduate or equivalent.
- To qualify at step 2 to 25 of CL 22, the successful candidate also must have at least one year of general experience.

General experience is defined as progressively responsible clerical, office or other work which indicates the possession of or the ability to acquire the particular knowledge and skills needed to perform the duties of this position. Such experience must have included duties equivalent to filing, copying, inputting data, answering phones, typing, formatting, and / or assembling reports. Education above the high school level may be substituted for required general experience on the basis of one academic year (30 semester or 45 quarter hours of undergraduate study) equals one year of general experience.

**Preferred Qualifications:** Bachelor's degree from an accredited college or university in a field of academic study, such as criminal justice, criminology, psychology, sociology, human relations, or business or public administration.

**Employee Benefits:**

- Accrual of paid vacation and sick leave days, based on length of service, and eleven paid holidays during the year.
- Participation in pre-tax benefit programs (health, dental, and vision insurance programs; Flexible Spending Accounts; Commuter Reimbursement Benefit).
- Available group life insurance and long term care insurance.
- Public Transportation Subsidy.
- Participation in the Federal Employees Retirement System (FERS).
- Thrift Savings Plan (with employer matching a percentage of employee's contribution).

**NOTICE TO APPLICANTS:** Employees of the United States District Court are appointed in the excepted service, are considered "at-will" employees, and serve at the pleasure of the Court. All employees of the Clerk's Office are required to adhere to a Code of Conduct, copies of which are available upon request. All employees serve a one-year probationary period. As a condition of employment, the selected candidate must successfully complete a background check with law enforcement agencies and a check of financial and credit records. All offers of employment are provisional until a full suitability determination has been made. The Federal Financial Reform Act requires direct deposit of federal wages for court employees. Applicants must be a United States citizen or eligible to work in the United States.

The United States District Court is a part of the judicial branch of the United States government. Although comparable to the executive branch (civil service) in salary, leave accrual, health benefits, life insurance benefits, and retirement benefits, generally court employees are not subject to the many statutory and regulatory provisions that govern civil service positions.

The selectee for this position is subject to a criminal record check and satisfactory adjudication by the employing office to be eligible for employment. Candidates will not be asked about their criminal history prior to receiving a tentative offer of employment. Candidates completing the AO-78 are not required to complete questions 18-20 regarding criminal history. Criminal history is not in itself disqualifying. All available information, past and present, favorable and unfavorable, about the reliability and trustworthiness of an individual will be considered when making an employment suitability determination. Providing false and/or misleading information may be grounds for removal from the application and selection process as well as disciplinary action if discovered after an individual's date of hire.

**Application Process:** To apply for this position, qualified applicants should submit: 1) a résumé; 2) a cover letter addressing qualifications and relevant experience; and 3) an application, Form AO 78, Federal Judicial Branch Application for Employment, (available via the following link: <http://www.uscourts.gov/forms/AO078.pdf>). Completed package as one pdf file should be submitted electronically to [HR\\_GAND@gand.uscourts.gov](mailto:HR_GAND@gand.uscourts.gov) or via mail to: **United States District Court, Attn: Human Resources Manager, Vacancy #23-16, 75 Ted Turner Drive, SW, Room 2013, Atlanta, GA 30303-3338**. The closing date for receipt of applications is **Thursday, April 20, 2023, at 4:45 p.m.** All applicants will be screened to identify the best qualified and suitable candidate. Only the best qualified candidates will be invited for a personal interview. Interview and relocation expenses are not reimbursable.

**Résumés submitted in response to this announcement may be considered for any similar positions which occur within the next 180 days.**

*The United States District Court is an Equal Opportunity Employer.*