

**UNITED STATES DISTRICT COURT
EASTERN DISTRICT OF MISSOURI
PRETRIAL SERVICES**



**Thomas F. Eagleton U.S. Courthouse
111 S. 10th Street, Suite 6.345
St. Louis, MO 63102**

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1-800-793-7002**

**Mark M. Reichert
Chief Pretrial Services Officer**

**Susan E. Hendrickson
Supervising Pretrial Services Officer**

**William L. Irby
Supervising Pretrial Services Officer**

**TEMPORARY VACANCY ANNOUNCEMENT
No. 2015-01**

POSITION: Receptionist/Scanning Technician - FT
Not-to-Exceed - One year and one day
With possibility for extension or conversion to permanent status.

DUTY STATION: U.S. Pretrial Service Eastern District of Missouri
St. Louis Office

SALARY RANGE: CL 22 (\$25,533 - 31,944)

ISSUE DATE: 02/09/2015

CLOSING DATE: Until Filled (applications will be considered as they are received)

Representative Duties:

The receptionist/scanning technician will be responsible for greeting and directing visitors/clients; answering the phone and directing calls to the appropriate staff member; data entry functions; sorting, identifying, and scanning documents into electronic files. Incumbent must quality check all scanned documents to ensure each has been correctly uploaded, organized, and named in correct client's record and other duties as assigned.

Qualifications:

Candidates must have a high school diploma or equivalent. Candidate must have at least one year of office experience, including a basic knowledge of computers, multi-line telephone system and scanning equipment.

Preferred Skills:

Preferred skills include court, legal office, and/or record check experience.

Conditions of Employment:

Applicants must be a United States Citizen or eligible to work in the United States. Appointment is contingent upon providing proof of United States citizenship or proof of authorization to work in the United States as required by the Immigration Reform and Control Act of 1986. Applicants are subject to a background check.

Benefits:

Employees of the U.S. Pretrial Services Office are eligible to receive benefits which include participation in the Federal Employees Retirement System, Thrift Savings Plan, choice of a health benefit plan from several options, life insurance; optional long term care coverage and long term disability coverage, optional vision insurance and dental insurance, annual and sick leave, a pre-tax reimbursement program; federal holidays, and mandatory Electronic Funds Transfer for payment of net pay.

How to Apply:

Applicants who meet the minimum requirements should scan and email a cover letter (limit one page) explaining why you want to work for U.S. Pretrial Services Eastern District of Missouri along with a resume and the AO 78, Application for Judicial Branch Federal Employment to:

MOEPTml_Jobs@moept.uscourts.gov

Applicants will receive an automated email confirmation that their application was received. Only candidates selected for an interview will be contacted. The U.S. Pretrial Services Office reserves the right to modify the conditions of this job announcement or to withdraw the announcement, any of which may occur without prior written or other notice. In the event that a position becomes vacant in a similar classification, within a reasonable time of the original announcement, the Chief Pretrial Services Officer may elect to select a candidate from the applicants who responded to the original announcement without re-posting the position. Employees are required to adhere to a Code of Ethics and Conduct, which is available to applicants for review upon request.

U.S. Pretrial is an Equal Opportunity Employer