



**United States Probation Office**  
District of Nevada

<b>Announcement Number</b>	<b>Job Title</b>
<b>2026-06</b>	<b>Scanning Technician</b>
<b>Number of Openings</b>	<b>Type</b>
One (1) Las Vegas, Nevada	TEMPORARY, FULL-TIME
<b>Compensation (Depending on Experience)</b>	
CL 22, \$33,287 - \$54,092 (CPS, Las Vegas)	

<b>Opening Date</b>	<b>Closing Date</b>
May 15, 2026	June 5, 2026
<b>Apply To</b>	<b>Required Documents</b>
Submit application as a <b>single.pdf file</b> to: <a href="mailto:careers@nvp.uscourts.gov">careers@nvp.uscourts.gov</a> .	For consideration, applicants <b>MUST</b> submit: <ul style="list-style-type: none"><li>▪ 1-page cover letter (<i>see instructions under "Application Process"</i>)</li><li>▪ Resume</li><li>▪ <a href="#">Application for Judicial Branch Employment (AO 78)</a></li><li>▪ One (1) letter of recommendation</li></ul>
<b>Incomplete or late application packets will NOT be considered.</b>	

<b>Benefits</b>
Eligibility for certain benefits is limited for temporary appointments of 90-days or more. For temporary appointments more than 90 days, the employee will earn sick and annual leave starting the first leave period in which a complete biweekly tour of duty is served. Other benefits include paid federal holidays.

**Overview**

The **Scanning Technician** scans and uploads case files and provides office assistance in accordance with approved internal procedures and policies. The incumbent will provide a variety of administrative and technical assistance to ensure the smooth and efficient operation of the probation office. Strong attention to detail, confidentiality, organizational skills, and the ability to work in a secure and fast-paced environment are essential. **This is a temporary position, which will not extend beyond September 30, 2026.**

The U.S. Probation Office, District of Nevada, currently employs a staff of 46 professionals, of which 7 are located in Reno, Nevada, who are dedicated to supporting the court's mission of being accountable, responsible, and fostering a collegial environment. The duty station for this position is **Las Vegas, Nevada**.

**Duties and Responsibilities**

- Performs quality-check (QC) on all scanned documents to ensure each has been correctly uploaded and organized in PACTS.
- Maintain, update, track paper and electronic files. Scan, copy, and file documents and locate and provide requested files and documents.
- Sorts, classifies, and scans appropriate documents from paper case files into the (PACTS).
- Provide regular feedback regarding scanning status and direct any questions or concerns to the supervisor.
- Performs additional general scanning, photocopying, mailing, and faxing.
- Dispose of documentation as appropriate and in accordance with policy.
- Perform other related duties as assigned.

## Minimum Qualifications

To qualify, an applicant must be a high school graduate or equivalent.

## Competencies (Knowledge, Skills, and Abilities)

### Administrative Management

- Skill in filing and knowledge of filing requirements. Ability to file, extract, and re-file documents accurately and appropriately. Ability to follow detailed instructions accurately and multitask. Skill in organizing own work. Ability to work under pressure of short deadlines.

### Court Operations

- Ability to apply office policies, procedures, practices, and guidelines related to office administration. Ability to learn office operations and terminology. Ability to learn office and organizational roles and responsibilities.

### Judgment and Ethics

- Knowledge of and compliance with the *Code of Conduct for Judicial Employees* and court confidentiality requirements. Ability to consistently demonstrate sound ethics and judgment.

### Written and Oral Communication/Interaction

- Skill in spelling, grammar, and proofreading. Ability to communicate effectively (orally and in writing) to individuals and groups to provide information. Ability to interact effectively and appropriately with the public, providing customer service and resolving difficulties while complying with regulations, rules, and procedures. Ability to interact tactfully with a wide variety of people.

### Information Technology

- Knowledge of and skill in using software and keyboarding for word processing, data entry, email, computers, and report generation. Skill in using standard office equipment (telephones, copiers, fax machines, scanners, etc.). Skill in data entry. Skill in using a multi-line telephone efficiently and in a timely basis.

## Application Process

To apply for the **Scanning Technician** position, qualified candidates are required to submit the following in **one** pdf document in the following order:

- Cover letter - Addressed to Chief U.S. Probation Officer Sarah R. Johnson, 300 South Las Vegas Blvd, Las Vegas, Nevada 89101. \*The cover letter should be **no longer than one (1) page** and **must** include information highlighting qualifications, skills, and experience related to the position as well as why you want to work for U.S. Probation.
- Resume,
- AO-78, [Application for Judicial Branch Employment \(AO 78\)](#) or download at [www.nvp.uscourts.gov](http://www.nvp.uscourts.gov),
- One (1) letter of recommendation.

Title the pdf document as follows: **Last Name, First Name-2026-06-Scanning Technician**. Please email the single pdf document, to [careers@nvp.uscourts.gov](mailto:careers@nvp.uscourts.gov).

Failure to submit the above-mentioned required documents, in one pdf document, will result in immediate disqualification. **Incomplete applications will not be considered, retained, or returned.** Only one application per candidate will be accepted.

## Conditions of Employment

- Due to the high sensitivity of this position, the Optional Background Questions (19-21) on the AO 78 form **must be** answered.
- The selected candidate must successfully complete an FBI background investigation with law enforcement agencies including fingerprint, criminal, financial and employment records check.
- The United States Probation Office, District of Nevada, is part of the Judicial Branch of the U.S. Government. All applicants must be U.S. citizens or permanently eligible to work in the United States.
- The Federal Financial Management Reform Act requires direct deposit of federal wages.
- Candidates must adhere to the [Code of Conduct for Federal Judicial Employees](#).

## Other Information

Only qualified applicants will be considered for this position. Due to the volume of applications, the U.S. Probation Office will only communicate with those individuals invited for personal interviews.

The U. S. Probation Office, District of Nevada reserves the right to modify the conditions of this job announcement, close or withdraw this job announcement, either of which may occur without prior written notice. If a subsequent vacancy of the same (or similar) position becomes available within six (6) months of this announcement, the Chief U.S. Probation Officer may elect to select a candidate from the original qualified applicant pool. This announcement may be used to fill one or more vacant positions. Only the most qualified candidates will be invited for an interview. Only candidates invited to interview will be contacted by Human Resources. Employees who work at the Court are considered at-will and work at the pleasure of the Court. Applicants selected for interviews must travel at their own expense and relocation expenses will not be reimbursed.

The United States Probation Office, District of Nevada, is part of the Judicial Branch of the U.S. Government. All applicants must be U.S. citizens or permanently eligible to work in the United States and possess a valid driver's licence. The Federal Financial Management Reform Act requires direct deposit of federal wages.

*visit the District of Nevada online*  
<https://www.nvp.uscourts.gov>

*The United States Probation Office is an equal opportunity employer, and we are committed to the principles of diversity and inclusiveness*