



**UNITED STATES DISTRICT COURT
EASTERN DISTRICT OF NEW YORK**

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April 13, 2016

**Vacancy Announcement – #16-16/CTSPEC
Courtroom Technology Specialist
Brooklyn Courthouse – 225 Cadman Plaza East**

Salary range: CL 28/1-29/61 (\$64,172 - \$124,060), commensurate with education and experience.

Position is open until filled

Preference given to applicants that submit their materials by Friday, May 6, 2016

Position Summary:

The United States District Court has an opening for the position of **Courtroom Technology Specialist** based at the Brooklyn Courthouse, with periodic travel to the Long Island Courthouse in Central Islip. The incumbent reports to the IT Manager and is assigned to the IT Department. The incumbent is responsible for maintaining the court's audio/visual systems and services.

Duties and Responsibilities:

Troubleshoots devices at the hardware level, such as serial or hardware device level interfaces. Such systems will include analog and digital video distribution systems, wireless audio and video, digital audio processors, and matrix mixers.

Configures devices and systems for proper operation using available software and hardware. Performs scheduled maintenance and testing of deployed and spare equipment. Organizes AV inventory and update property records. Maintains library of drawings, designs, configuration files, and control code.

Recommends to the court the implementation of standard policies and procedures pertaining to introduction and utilization of new technology and equipment for courtroom technology environments.

Works with the court in the development and eventual implementation of short and long range technological improvements, ensuring minimal disruption to courtroom activities.

Advises the court in areas of technology support, requirements and capabilities including anticipation of future requirements and resolution of potential problems prior to implementation.

Oversees day-to-day operations of any technology used in the court to ensure reliable and effective operation. Performs requisite programming to system to accommodate local court needs.

Works with the IT Manager and Chief Deputy for Automated Services in the area courtroom technology needs, objectives and capabilities, including anticipation of future requirements and problems.

Serves as principal instructor in the court on technology techniques, applications, and utilization, and supervises deputy clerks in providing training to all court personnel. Assists with the supervision and performance evaluations of junior courtroom technology specialists.

Monitors developing technology and recommends, develops or installs system upgrades or features to satisfy local court needs. This includes making adaptations to national systems; acquisition and planning for the acquisition of specific systems to meet specific local needs; and developing software to meet local needs.

Develops procedural guidelines and training documentation as needed for end users. Produces technical manuals and instructions for other IT staff.

Tests and evaluates new technology prior to application in court environment.

Coordinates video and teleconferences for the Court. This duty may involve such tasks as scheduling, troubleshooting, setting up equipment, initiating calls, and staying on hand to monitor equipment during conferences.

Serves as liaison with other federal agencies such as U.S. Attorney's Office, Federal Public Defender's Office and ensures members of same groups receive adequate notice of court technologies available. Serves as training coordinator for same bar

groups using court technology.

Will be on-call for help during ordinary or extraordinary court proceedings and is the primary contact for contractors and other outside vendors when systems are being installed or are under repair.

Eligibility Requirements:

To qualify for this position, the candidate must have specialized experience in the information technology and audio/visual field. At least three (3) years are required to qualify for the CL 28 level. To qualify for the CL-29 level, the candidate must have: four (4) years of specialized experience; be able to create and modify touch-screen user interfaces using the appropriate programming language for Crestron devices; and have experience with audio systems software such as Biamp Tesira, Polycom Conference Composer, and Lectrosonic LecNet2. The ability to troubleshoot devices at the hardware level, such as serial or hardware device level interfaces, is necessary. Such systems should include analog/digital video distribution systems, wireless audio/visual systems, digital audio processors, and matrix mixers. Knowledge of video conferencing applications is required. The ability to push and pull heavy wheeled equipment is required. Experience in design of audio visual systems using design and drafting software and prior courtroom technology experience is highly desirable. Knowledge of the federal or Judiciary procurement property management processes is desirable. Possession of a driver's license is preferred.

Applicant Information:

The Court 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. Incomplete applications will not be considered.

Applicants must be U.S. citizens or eligible to work in the United States. Employees must adhere to the Code of Conduct for Judicial Employees. The successful candidate is hired provisionally, pending the results of an OPM Background Investigation. The incumbent will also be subject to periodic reinvestigations. In addition, the successful applicant must satisfactorily serve a one (1) year probationary period.

To receive consideration, qualified applicants should submit an application package which includes a resume, a cover letter noting qualifications, along with the [Application for Federal Judicial Employment](#) and complete the following questions noted at the end of this announcement via email to: nyed-applications@nyed.uscourts.gov. Application packages can also be mailed to:

**U.S. District Court, E.D.N.Y.,
225 Cadman Plaza East,
Brooklyn New York 11201
Attention: Jeffery Howell, Human Resources Manager**

Please note Vacancy Announcement #16-16/CTSPEC on your correspondence. Only complete application packages will be considered. Due to the volume of applications received, the Court will communicate only with those individuals who are invited for a personal interview. The court reserves the right to conduct interviews prior to the closing date for receipt of applications.

Questionnaire:

- 1) Describe several big audio/visual projects that you have worked on and be specific about your role in those projects.
- 2) Have you regularly provided PC or audio/visual support at work within the last 5 years?
- 3) Have you installed or replaced audio/visual devices of brands such as Biamp, Extron, Kramer, Crestron, or Lectrosonic? (Do not include home televisions or audio systems)
- 4) Have you installed or replaced audio/visual devices that had IP addresses?
- 5) If you know a programming language, what is it and have you used it for more than two years?
- 6) Can you learn to program in C if you were hired?

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