



United States District Court Eastern District of New York

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Vacancy Announcement Announcement #23-02CTTECHBK

Position: Courtroom Technology Specialist

Location: Brooklyn Office – 225 Cadman Plaza East

Position Type: Full-Time Permanent

Salary Range: \$61,564 - \$119,959 (CL 27-28)
Starting salary commensurate with qualifications, salary, and experience.

Opening Date: Tuesday, December 13, 2022

Closing Date: Open Until Filled
First consideration given to applications received by December 30, 2022.

Position Overview:

The Clerk's Office of the U.S. District Court, EDNY is seeking qualified applicants for the position of Courtroom Technology Specialist. The position is located in the Information Technology Section of the Clerk's Office and reports to the IT Manager. The incumbent is responsible for hands-on management and support of the court's audio/visual infrastructure, including, but not limited to, audio/visual technology installation, courtroom sound, digital recording, electronic evidence presentation, audio/visual conferencing, streaming, and telephony systems.

Duties and Responsibilities:

- Oversee the day-to-day operation of applicable audio/video systems used in the court to ensure reliable and effective operation. Perform requisite programming to systems to accommodate local needs.
- Troubleshoot problems with telephonic systems, audio/visual systems, and data-wiring. Provide maintenance of the court's telephonic and audio/visual systems, including software and hardware additions, and equipment moves and changes.
- Recommend and implement standard policies and procedures pertaining to the introduction and utilization of equipment for courtroom technology environments.
- Advise the court in areas of audio/visual support, requirements, and capabilities including anticipation of future requirements and resolution of potential problems prior to implementation.
- Monitor latest audio/visual technology and recommend, develop, and install system upgrades or features which satisfy local court needs. Make adaptations to national systems.
- Perform programming for system additions, moves, deletions, and other related changes.
- Test and evaluate new technology prior to application in court environments.
- 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.
- Serve as instructor for non-technical staff on technology techniques, applications, and utilization for audio/visual and telephonic conference systems.
- Will be on-call for help during ordinary or extraordinary court proceedings.
- Act as technical contact for contractors and other outside vendors when audio/video systems are being installed or are under repair.
- Develop reference materials and instruction manuals for the use of telephonic, teleconference and audio/visual equipment.
- Respond to help desk calls and e-mails, log computer hardware and software problems, and assist with routine problems; problems that are not quickly resolved are escalated to the next level.
- Maintain inventory of all accountable IT equipment including, computers, printers, network, and audio/visual equipment, according to internal control policies.

Qualifications:

To qualify for this position at the CL 27 level, the candidate must have a minimum of two years of specialized experience in working with audio/visual presentation equipment. Specialized experience is progressively responsible experience in the implementation, configuration, maintenance, and support of audio/visual technology. The candidate's performance history must demonstrate outstanding customer service and troubleshooting skills, must be able to interact directly with all levels of court personnel, and demonstrate the ability to work within a team environment and exhibit professional responsibility. Exceptional written and oral communication skills, especially the ability to clearly and patiently explain technical issues to non-technical users, as well as accurately document problems and fixes are also required. The candidate must possess a superior customer service orientation, exceptional interpersonal skills, listening, and questioning skills. The candidate must be able to lift items weighing up to 30 pounds and be able to perform moderate physical effort including moving, connecting, or setting-up equipment. For the CL 28 level, the successful applicant must have three or more years of experience and proven ability to program digital audio systems, control systems and work independently with AV contractors.

Audio/visual courtroom experience in federal courts or audio/visual experience in other government agencies, law firms or other legal environments is highly desirable. Experience with: Creston, Cisco, Extron, and other A/V equipment and software and video-conferencing systems is preferred. Certifications in video/audio systems are preferred.

Benefits:

The Federal Judiciary offers a comprehensive benefits package that includes, in part, paid vacation, sick leave, holidays, life insurance, health benefits, and participation in the Federal Employees' Retirement System. The court also offers participation in the fitness and child care centers (fee applies). For more information about the major benefits offered to most federal employees, [click here](https://www.uscourts.gov/careers/benefits) or go to: <https://www.uscourts.gov/careers/benefits>.

Other Information:

- Applicants must be U.S. citizens or lawful permanent residents seeking U.S. citizenship.
- Applicants selected for interviews must travel at their own expense.
- The selectee is subject to a background check and/or investigation and subsequent favorable suitability determination. The selectee to a high-sensitive position is subject to an updated background investigation every five years.
- 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 ground for removal from the application and selection process, as well as disciplinary action if discovered after an individual's date of hire.
- Employees are required to use Electronic Funds Transfer (EFT) for payroll direct deposit.
- Federal court employees are appointed under the excepted service.
- Employees are required to adhere to Code of Conduct for Judicial Employees which is available for applicants to review here: <https://www.uscourts.gov/rules-policies/judiciary-policies/code-conduct/code-conduct-judicial-employees>
- The Eastern District of New York is committed to a workplace of respect, civility, fairness, tolerance, and dignity, free of discrimination and harassment. These values are essential to the Judiciary, which holds its Judges and Employees to the highest standards.

How to Apply:

Qualified applicants may apply by e-mailing an application package to: <https://edny.app.box.com/f/d83902fc1a114b0e8536af0790cd1ab8>

The application package must include the following:

1. a cover letter detailing relevant experience and how you satisfy the qualifications of the position;
2. a detailed résumé; and
3. an Application for Judicial Branch Federal Employment (AO-78). The AO-78 Form is available on the U.S. Courts website at: <https://www.uscourts.gov/forms/human-resources-forms/application-judicial-branch-federal-employment>.

The required documents should be sent as a **single PDF attachment**. Include the title of the position and vacancy announcement number in the cover letter. For first consideration, applications must be received by December 30, 2022.

Incomplete applications will not be considered. Only applicants selected for an interview will be notified. All application information is subject to verification. The court reserves the right to modify, withdraw, conduct interviews and fill the vacancy at any time, with any action occurring without prior written or other notice.

The United States District Court for the Eastern District of New York is an Equal Opportunity Employer.