



**UNITED STATES DISTRICT COURT DISTRICT OF CONNECTICUT
VACANCY ANNOUNCEMENT - USDC-CT 18-05**

POSITION: Courtroom Technology Specialist

OPENING DATE: 9/7/2018

SALARY RANGE: CL 26 - CL 27 (\$51,035 - \$91,183)

CLOSING DATE: 9/21/2018

DUTY STATION: New Haven, CT (with frequent travel to Hartford and Bridgeport)

*Position will remain open until filled.

The United States District Court for the District of Connecticut is seeking applications for a full-time Courtroom Technology Specialist. The Courtroom Technology Specialist is responsible for providing technical, administrative, and end-user support for the court's Audio/Visual Technology and Video Conferencing Systems (AV). This position requires specialized experience with audio/visual equipment as it is a hands-on position. The incumbent must be results oriented with strong leadership and problem solving skills, and strong written and verbal communication skills. The position reports to the Assistant Director, Consolidated IT Infrastructure.

Representative Duties:

The responsibilities of this position may include but are not limited to the following:

- ❖ Oversee the day-to-day operation of applicable AV technology used in the court to ensure reliable and effective operation.
- ❖ Provide hardware support for all audio/visual systems including the ability to move and connect mobile AV equipment.
- ❖ Troubleshoot AV equipment at hardware level.
- ❖ Provide on-site repair, reconfiguration, adjustments, and replacement of AV equipment and supplies. Perform testing and regular preventative maintenance. Devise security mechanisms to protect hardware and software resources. Create and maintain system documentation.
- ❖ Act as primary technical contact for contractors and other outside vendors when AV systems are being installed or are under repair. Supervise work performed by vendors/contractors.
- ❖ Coordinate warranty work, maintenance agreements, and timely repair of equipment for all vendor contracts covering AV equipment.

- ❖ Serve as training coordinator for judges, members of the Bar and court staff on the use of AV technology in courtroom and conference room environment.
- ❖ Maintain a calendaring system for the use of teleconferencing equipment, the setting up equipment, initiating calls, and monitoring equipment during conferences.
- ❖ Establish, coordinate, and provide written operating procedures and training aids pertaining to the use of integrated technology and equipment for courtroom and conference room environments.
- ❖ Assist in the development and implementation of short and long range technological improvements, ensuring minimal disruption to courtroom activities.
- ❖ Advise the court in areas of technology support, requirements, and capabilities including anticipation of future requirements and resolution of potential problems prior to implementation.
- ❖ Monitor latest technology and recommend, develop, and install system upgrades or features which satisfy local court needs. Plan and acquire specific systems to meet specialized local needs. Test and evaluate new technology prior to application in court environments.
- ❖ Advise management in all areas of AV needs, objectives, and capabilities, including anticipation of future requirements and potential problems.
- ❖ Execute implementation plans approved by the Clerk of Court for courtrooms, conference rooms, and all other AV needs and systems.
- ❖ Establish, coordinate, and maintain support and maintenance plans for all AV systems and equipment. Maintain equipment inventories according to policy.
- ❖ Other duties as assigned.

Qualifications/Requirements:

Education: High school diploma or equivalent. A Bachelor's degree in a computer related field or graduation from a technical school in a related specialization program, or equivalent certification such as Certified Technology Specialist (CTS), is preferred.

Experience: Two years of specialized experience in the audio/visual field, including audio/visual design, processing, control systems, conferencing, equipment rack configuration, hardware/software, digital recording, video switches and annotation hardware. At least one year of professional experience programming Crestron controllers. Prior court experience highly preferred.

The successful candidate is required to have advanced knowledge of the configuration, administration, and maintenance of AV systems and is able to communicate technical information effectively both orally and in writing to end users. A candidate must have knowledge of the capabilities, limitations, and functional applications of systems and their interactions with other IT systems. Experience in implementing, operating, and documenting audio/visual/teleconferencing systems and with conferencing hardware/software. A successful candidate should also have experience in analog and digital video equipment, troubleshooting, repair and configuration of AV components and Crestron control systems. The candidate should possess knowledge of digital court

reporting equipment. The candidate should also be able to move and connect mobile audio/visual/videoconferencing equipment and racked sound system equipment.

Must be able to lift up to 50 pounds.

How to Apply: In order to be considered for this position, go to:

<https://opportunities.ilnb.uscourts.gov/Employment/appform.cfm?ref=mf6sdx2k&pos=18-05>

Please attach **in PDF format** your cover letter, resume, and the Judicial Branch Federal Employment Application (AO 78).

Applications for Judicial Branch Federal Employment (AO78) may be obtained at:

<http://www.uscourts.gov/forms/human-resources-forms/application-judicial-branch-federal-employment>

Conditions of Employment:

- Applicants must be U.S. citizens or eligible to work in the United States.
- Successful candidate for this position is subject to a full fingerprint and background records check. Any applicant selected for a position will be hired provisionally pending successful completion of the background investigation.
- Mandatory electronic direct deposit of salary payment.
- Employees are required to adhere to the Code of Conduct for Judicial Employees [available to applicants to view at the court website: www.ctd.uscourts.gov].
- Employees of the U.S. District Court are EXCEPTED SERVICE APPOINTMENTS. Excepted service appointments are “at will” and can be terminated with or without cause by the court.
- All applications will be reviewed to identify the best qualified candidates. Due to the volume of applications received, the Court will only communicate with those individuals invited for an interview. Applicants selected for interviews must travel at their own expense. The Court may close this announcement at any time. The Court reserves the right to modify the conditions of this position announcement or to withdraw the announcement, which may occur without prior written notice.

The United States District Court is an Equal Opportunity Employer.