

CAREER OPPORTUNITY



UNITED STATES DISTRICT COURT DISTRICT OF CONNECTICUT VACANCY ANNOUNCEMENT - USDC-CT 25-11

POSITION: Courtroom Technology Specialist

OPENING DATE: September 22, 2025

SALARY RANGE: CL 29 (\$99,325 - \$161,486)

DUTY STATION: New Haven, CT

CLOSING DATE: September 29, 2025

Position Overview:

The Clerk's Office of the United States District Court for the District of Connecticut is seeking qualified applicants for the full-time position of Courtroom Technology Specialist. The Courtroom Technology Specialist is responsible for research, recommendations, maintenance, and training on three categories of equipment, software, and systems: Audio/video systems and services, including courtroom sound, streaming audio and video, video/electronic evidence presentation equipment, projectors, and video conferencing equipment. The position reports to the Information Technology Director.

Representative Duties:

- Oversees the day-to-day operation of applicable technology used in the court to ensure reliable and effective operation. Perform requisite programming to systems to accommodate local needs.
- Engineer courtroom technology systems from development stage to final installation.
- Works as point of contact to procure, install, configure, and train in all facets of courtroom technology systems for the court
- Troubleshoots devices at the hardware level, such as serial or hardware device level interfaces. This may include controlled distribution, fiber optic, biometric and wireless systems. Configure devices and systems for proper operation using available software and hardware and via remote support from vendors.
- Configures devices and systems for proper operation using available software and hardware.
- Recommends and implements standard policies and procedures pertaining to the introduction and utilization of new mobile technology and equipment for courtroom technology environments.
- Assists in the development and 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.

- Monitors latest technology and recommend, develop, and install system upgrades or features which satisfy local court needs. Make adaptations to national systems. Plan and acquire specific systems to meet specialized local needs. Develop software to meet local needs.
- Tests and evaluate new technology prior to application in court environments.
- Works with the Chief Deputy for Administrative Services and I.T. Director with courtroom technology needs, objectives and capabilities, including anticipation of future requirements and planning.
- Works with I.T. staff during all phases of technology installations to assure they understand the system setup for maintenance and troubleshooting purposes.
- Works with the Video Conferencing Coordinator on video requirements that require AV set up for the Court. This duty may involve such tasks as scheduling, troubleshooting, setting up equipment, initiating calls, staying on hand to monitor equipment during conferences, and breaking down equipment.
- Possesses knowledge of video control, scaling and switching equipment and is able to engineer solutions for in-house configuration and deployment.
- Serves as principal instructor for non-technical staff on courtroom technology techniques, applications, and utilization.
- Develops procedural guidelines and training documentation as needed for end users.
- 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.
- Serve as liaison with other federal agencies such as the U.S. Attorney's Office, Federal Public Defender's Office, and ensure offices receive adequate notice of available court technology.
- Serves as training coordinator for bar groups using court technology.
- Acts as technical contact for contractors and other outside vendors when audio/video systems are being installed or are under repair.
- For AV projects, the incumbent will act as the contracting officer's representative (COR).
- Performs other duties as assigned.

Qualifications and Requirements:

Education: High school diploma or equivalent. A bachelor's degree in a computer related field, graduation from a technical school in a related specialization program, or equivalent certification such as Certified Technology Specialist (CTS), Crestron Certified Programmer, or other audiovisual vendor specific training/certifications, are preferred.

Experience: The successful candidate is required to have two years of specialized experience in knowledge of theories, principles, practices, and usage of computer hardware and software, networks, office automation, and data communications including skill in determining causes of operating errors. Candidate must have detailed knowledge of audio/video systems and services, including the ability to operate computerized PA systems, streaming audio and video/electronic evidence presentation equipment, projectors, and video conferencing equipment, including webcams and advanced IP video teleconferencing. Advanced knowledge of wireless devices, including software, wires and wireless synchronization, data management and conversion. Must have the ability to communicate effectively an appropriately (orally and in writing) with others, providing customer services and resolving difficulties while complying with regulations, rules, and procedures.

Must be able to lift to 50 pounds. Prior court experience highly preferred.

How to Apply:

Submit resume, with cover letter, Application for Employment (AO78), and salary history, to Human Resources Department @ Email: HR_department@ctd.uscourts.gov

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

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

Applicants must also submit a narrative statement addressing the following:

- How do you believe your experience qualifies you for this position?

Benefits:

- A minimum of 11 paid holidays per year
- Paid annual leave in the amount of 13 days per year for the first three years, 20 days per year after three years, and 26 days per year after fifteen years.
- Paid sick leave in the amount of 13 days per year.
- Retirement benefits
- Optional participation in Thrift Savings Plan
- Optional participation in choice of Federal Employees' Health Benefits
- Optional participation in choice of Federal Employees' Group Life Insurance
- Optional participation in the Flexible Benefits Program
- Optional participation in the Commuter Benefit Program
- Optional participation in Long-Term Care Insurance
- Credit, time in-service, for prior government service for employees of other federal agencies, as well as time for those with prior military service, will be taken into consideration when computing leave accrual and retirement benefits.

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 District of Connecticut is an Equal Opportunity Employer and values diversity and inclusion.