

**UNITED STATES DISTRICT COURT
DISTRICT OF MARYLAND
VACANCY ANNOUNCEMENT**

POSITION: Court Technology Specialist
SALARY: CL 26/27 (\$44,403 - \$79,291)*
Based upon Qualifications
*Incumbent will be compensated under
the new Court Compensation system

OPENING DATE: December 3, 2009
CLOSING DATE: December 23, 2009**
DUTY STATION: Baltimore, MD
(with occasional travel to other locations in the District)

The Clerk of the United States District Court for the District of Maryland is seeking qualified applicants for the position of Court Technology Specialist to meet the current and emerging courtroom technology needs of the court. The court is constantly expanding its automation strategies to better meet the needs of its internal and external customers. If you enjoy the challenge of jumping into new projects, providing solid reliable systems, and helping to shape next generation IT solutions, our dynamic team may be the perfect fit.

Duties include, but are not limited, to the following:

- Coordinates all activities pertaining to electronic evidence presentation systems located in the court, including video conferencing. Duties include installing, supporting, and troubleshooting evidence presentation equipment, video conferencing equipment, and digital sound recording equipment used in court proceedings.
- Programs Creston or AMX touch screens and creates new screens or modify existing screens using the appropriate programming language.
- Develops technical documentation using a structured writing style.
- Responsible for day-to-day operations of any technology used in the court to ensure reliable and effective operation. Performs requisite programming to systems to accommodate local court needs.
- Solicits feedback from trial participants through surveys. Compiles and analyzes data from surveys into quarterly reports on trial efficiencies using courtroom technology and makes recommendations for improvements.
- Serves as instructor in the court on technology techniques, applications, and utilization for internal and external customers.
- Develops procedural guidelines and training documentation as needed for end users.
- Serves as the sound system specialist for the court, coordinating installation of new sound system equipment, training court staff on use of equipment, and recognizing and resolving any problems with the sound equipment.

Qualifications and Requirements:

Required:

- Three years general experience, i.e. progressively responsible experience related to the technical aspects of audio systems, video systems, A/V distribution systems, satellite broadcasts, cabling, infrastructure needs, computer hardware/software and control programming.
- Experience in and knowledge of multi-point video conferencing systems, including ISDN, IP and video bridging technologies.
- Ability to program Crestron, AMX or related equipment.
- Self-starter with demonstrated analytical and problem solving skills, professional demeanor, and ability to exercise sound judgment. Excellent interpersonal and communication skills, both oral and written, including skill in advising and training non-automation personnel in automation techniques and processes and communicating technical concepts and issues in non-technical terms. Excellent organizational skills, including ability to manage multiple high impact projects and priorities within strict deadlines in a fast paced environment.

Preferred:

- Bachelor's Degree in Computer Science, Engineering or related field.
- Experience with professional courtroom technology support, including the ability to research, isolate and make corrective recommendations of courtroom technology problems.
- Experience with FTR Gold, DaVinci Sound System and CaseViewNet software products and Crestron, AMX, BiAmp and Shure hardware products.

In a separate document: Describe, in narrative form, your experience/education as it relates directly to each of the following two factors. Caption each narration with the statement as it is shown below.

1. Technical: knowledge of and experience identifying, designing, building, installing, troubleshooting, and maintaining audio, visual, A/V distribution systems.
2. Technical: knowledge of and experience with structured writing, technical documentation development and presentation of formal training.

How to apply:

Submit resume, salary history, and narrative to:
Human Resources Administrator
Attn: Courtroom Technology Specialist vacancy
4th Floor, U.S. Courthouse
101 W. Lombard St., Baltimore, MD 21201
or
by email to: jobs@mdd.uscourts.gov

NOTE: incomplete packets will not be considered.

****To ensure consideration, information must be received in the Human Resources Office on or before December 23, 2009.**

*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,
a six-month probationary period, and mandatory electronic direct deposit of salary payment.*

*The United States District Court is an Equal Opportunity Employer.
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.