



UNITED STATES DISTRICT COURT DISTRICT OF MARYLAND VACANCY ANNOUNCEMENT

POSITION: Courtroom Technology Specialist
DUTY STATION: Baltimore, Maryland
(with travel to divisional offices on a regular basis)

OPENING DATE: 1/10/2018
CLOSING DATE: Open Until Filled with first preference given to those received by 1/26/2018*

SALARY:	CL 26: \$49,525 - \$80,529	Two years of general experience** or a college degree and three years of specialized experience
	CL 27: \$54,404 - \$88,485	Two years of general experience** or a college degree and four years of specialized experience
	CL 28: \$65,238 - \$106,012	Two years of general experience** or a college degree and five years of specialized experience

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 designing, installing, supporting, and troubleshooting evidence presentation equipment, video conferencing equipment, and digital sound recording equipment used in court proceedings, jury orientations, conference room and training room events.
- Provides on-site repair, reconfiguration, adjustments and replacement of A/V equipment. Performs routine testing on all A/V equipment.
- Develops technical documentation, schematics, and other materials necessary to support courtroom technology and other similar systems.
- Responsible for day-to-day operations of any A/V related 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.
- Serves as lead engineer for court events, ceremonies, and high-profile proceedings.

Required Qualifications and Requirements:

- Three years 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, basic repair skills such as soldering, crimping, and dressing of equipment racks and an understanding of AMX control systems and Tesira audio mixers.
- Ability to operate and troubleshoot IP and ISDN multi-point audio and video-conferencing equipment including video bridging technologies, multichannel analog and digital sound recording equipment, infrared/FM sound systems, and to layout and repair related cabling and terminations.
- Self-starter with demonstrated analytical and problem-solving skills, professional demeanor, and ability to exercise sound judgment. Excellent interpersonal and oral and written communication skills. Skill in advising and training non-automation personnel in automation techniques and processes. Must be able to collaborate effectively with all levels of court staff
- Excellent organizational skills, including ability to manage multiple high impact projects and priorities within strict deadlines in a fast paced environment.

Required Qualifications and Requirements continued:

- Ability to accommodate a flexible work schedule is required to cover installations, special projects, and court activities that involve supported equipment that occur on evenings or weekends.
- Employees may be required to climb ladders and lift/move moderately heavy items.

Preferred Qualifications:

- Bachelor's Degree in Audio/Visual Engineering, Video/Sound Recording Technology, 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.
- The ability to install, configure and troubleshoot personal computer hardware and software.
- Experience with FTR Gold, DaVinci Sound System and CaseViewNet software products and Crestron, AMX, BiAmp, Polycom, Tamberg, Cisco, Krammer, SVSI, Pointmaker, Boeckeler, and Shure hardware products.

Federal Benefits:

- 10 paid holidays per year.
- Paid annual leave in the amount of 13 days per year for the first three years; 20 days after three years; and 26 days after fifteen years of federal service.
- Paid sick leave in the amount of 13 days per year.
- Mandatory participation in the Federal Employees Retirement Program and the Social Security Retirement program.
- Optional participation in the Thrift Savings Plan, the Federal Employees Health, Dental, Vision and Life Insurance programs, the Long Term Disability Plan, Long Term Care Insurance and Flexible Benefits programs and the Commuter Benefit program.

Required Narrative:

Describe, in narrative form, your experience/education as it relates directly to each of the following three 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, including programming changes (AMX, SVSI, Tesira).
2. Technical: knowledge of and experience in project management of audio/visual system implementation.
3. Technical: knowledge of and experience with managing audio/visual systems during large-scale high profile events.

How to Apply:

Submit completed narrative statements, resume, cover letter stating the reason for your interest in the position and a completed [AO-78 Application for Federal Employment](http://www.uscourts.gov/sites/default/files/ao078.pdf) (<http://www.uscourts.gov/sites/default/files/ao078.pdf>) as a single PDF document to: jobs@mdd.uscourts.gov ***To ensure first consideration, complete application packets must be received no later than 5:00 p.m. on January 26, 2018. Incomplete submissions will not be considered.**

- Due to the volume of applications received, the court will only communicate with those individuals invited for an interview.
- The United States District Court is an Equal Opportunity Employer. All applications will be reviewed to identify the best qualified candidates.
- Applicants must be a United States citizen or national or a permanent resident who is seeking citizenship in the United States. Successful candidate for this position is subject to a full fingerprint and background records check and mandatory electronic direct deposit of salary payment.
- An FBI background check is required for all individuals appointed to positions in the Clerk's Office. New employees are considered "provisional hires" pending the successful completion of the FBI background check.
- Selected applicant will be required to complete a one-year probationary period. Failure to successfully complete the probationary period may result in termination of employment.
- Positions in the United States Courts are excepted appointments, are not under the Civil Service System, and are "at will" employees.
- The court reserves the right to modify the conditions of this job announcement, to withdraw the job announcement, and/or to commence interviews immediately, any of which actions may occur without prior written or other notice.
- In the event a position becomes vacant in a similar classification within a reasonable time from the original announcement, the Clerk of Court may select an appointee from the candidates who responded to the initial announcement without posting the vacancy.