



**UNITED STATES DISTRICT COURT
EASTERN DISTRICT OF PENNSYLVANIA**

VACANCY ANNOUNCEMENT

POSITION TITLE: Courtroom Technology Administrator
Full-Time Position

VACANCY NUMBER: 21-10 I/E

STARTING SALARY: CL 28 (\$67,382 - \$109,505)
Salary commensurate with experience

LOCATION: Philadelphia, Pennsylvania

POSTING DATE: June 7, 2021

CLOSING DATE: Open Until Filled

POSITION OVERVIEW

The United States District Court, Eastern District of Pennsylvania is seeking a Courtroom Technology Administrator. This position is part of the information technology division and reports to the Information Technology Supervisor. The incumbent provides primary, specialized technical and administrative support for the District Court regarding courtroom and conference room audio/visual (A/V) equipment, systems, supporting infrastructure, related components, and software.

The Courtroom Technology Administrator is responsible for the design, installation, maintenance, programming and support of all A/V technologies utilized within the Eastern District of Pennsylvania, including A/V hardware, software, and related components physically located in all courtrooms, conference rooms, miscellaneous meeting and collaboration spaces.

REPRESENTATIVE DUTIES

- Responsible for the design, development, implementation and strategic planning for audio/video projects and on-going support.
- Evaluate, plan and design courtroom and conference room audio/video equipment installations utilizing current hardware and technologies. Gather physical, technical, and financial requirements from court users. Determine hardware and software requirements including physical placement, wiring and budget. Coordinate with procurement and building management to complete physical installation of designed solutions.
- Serve as the court's lead in-house A/V technical expert and provide specialized A/V technical design services on an individual basis and in coordination and consultation with IT staff and management, as well as contracted A/V designers/consultants and other outside entities.

- Provide expert level technical guidance as to the procurement of A/V equipment and associated design and installation services including development of technical requirements; analysis of technical design and infrastructure requirements; development/analysis of equipment specifications; and evaluation/analysis of A/V vendor bids, quotes, and proposals.
- Maintain support plans for all audio/visual systems and equipment including inventories, warranties, maintenance agreements, repairs, and vendor contracts.
- Design, modify, adapt, and enhance software programming related to audio video systems. Create and maintain documentation related to audio video programming work.
- Install, configure, program, test, troubleshoot, and update/upgrade audio/video hardware and associated equipment including but not limited to, digital audio court recording, IP-based streaming video, and real-time transcription hardware and software.
- Oversee 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.
- Monitor 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.
- Serve as instructor for non-technical staff on technology techniques, applications, and utilization. Develop procedural guidelines and training documentation, as needed for end users.
- Coordinate scheduling and building/room access for on-site A/V vendors.
- Perform specialized on-site hands-on repair, configuration, adjustment, and replacement of A/V components including creating and updating control software.
- As required, provide support for teleconferencing technologies, including in-person support for court events which utilize such technologies.
- Conduct and manage the testing and evaluation of new A/V technology prior to application in the court environment.
- Oversee the maintenance of a recorded physical inventory of all audio/visual equipment.

MINIMUM QUALIFICATIONS

Specialized experience is progressively responsible experience that is in, or closely related to, the work of the position that has provided the necessary knowledge, skills, and abilities to successfully perform the duties of the position. This includes progressively responsible experience related to the technical aspects of audio/video applications, terminology and methodology including project assignments that involved audio/video maintenance and technical support.

The employee must be able to occasionally work after hours and weekends, as required, in order to provide high quality, timely A/V support with minimal adverse impact upon court operations.

Some travel, including overnight trips, will be required. Connecting and troubleshooting equipment will require the physical ability to lift, move, and access equipment in tight workspaces.

PREFERRED QUALIFICATIONS

Preference may be given to applicants with the following knowledge, skills, and abilities:

- Thorough knowledge of audio/visual systems, audio/visual distribution systems, video teleconferencing systems, A/V and data cabling, A/V infrastructure needs, and control programming.

- Ability to analyze, evaluate and determine audio/visual needs and plan solutions to meet those needs.
- Strong working knowledge of IP networking concepts including IP addressing, VLANs, data switch configuration, and basic troubleshooting.
- Evidence of strong analytical and technical analysis/troubleshooting skills.
- Extensive experience in hands-on, field-level troubleshooting, repair, adjusting/tuning, and replacement of A/V components, including but not limited to AMX, Crestron, Extron, and BiAmp products.
- Strong working knowledge of information technology equipment and software, including desktop computing hardware and software, and experience with Microsoft Office products including Word, Excel, and PowerPoint.
- Effective verbal and written communication skills with a wide variety of people in different circumstances both inside and outside the court.
- Avixa/InfoComm CTS, CTS-D, or CTS-I certifications
- Work experience with evidence of strong customer service skills; sound professional judgment; the ability to work cooperatively with clients, team members, and managers; the ability to handle multiple priorities in a fast-paced environment; and the ability to follow an assigned project through to completion.
- Bachelor's Degree in a related field and/or a certification in Cisco, Crestron, BiAmp, Extron or AMX is strongly preferred.

CONDITIONS OF EMPLOYMENT

Employees of the Court are excepted service appointments, considered “at-will,” and can be terminated with or without cause. All judiciary employees are required to adhere to the Judicial Code of Conduct. The final candidate will be subject to a background check, which includes fingerprinting. Applicants must be U.S. citizens.

BENEFITS

Employees of the United States District Court are entitled to federal benefits including health insurance, vision and dental insurance, life insurance, long-term care insurance, flexible spending accounts, retirement benefits, participation in Thrift Savings Plan (similar to a 401K plan), paid federal holidays, and paid annual and sick leave.

HOW TO APPLY

Qualified applicants must submit the following as a **single PDF document**: (1) letter of interest; (2) detailed resume; (3) list of at least three professional references with current contact information; (4) list of continuing education or certifications completed within the last 5 years, and (5) completed and signed *AO 78 Application for Judicial Branch Federal Employment* (www.uscourts.gov).

Completed applications in a single pdf should be forwarded to Human Resources at: paedhumanresources@paed.uscourts.gov with the subject line, “**Courtroom Technology Administrator Vacancy #21-10 I/E**” and will not be considered complete unless all items have been received by Human Resources. Incomplete application packets will not be accepted for consideration.

Expenses associated with interviews or relocation will not be reimbursed. Due to the volume of applications anticipated, the court will only communicate with those applicants who will be interviewed.

Do not contact the court to inquire about this position. Applicants scheduled for an interview should advise the Human Resources staff if any accommodation will be necessary.

The U.S. District Court for the Eastern District of Pennsylvania reserves the right to modify the conditions of this job announcement, to withdraw the announcement, or to fill the position at any time, any of which may occur without prior written notice or other notice.

**The Clerk's Office of the U.S. District Court for the Eastern District of Pennsylvania
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