



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

VACANCY ANNOUNCEMENT

POSITION TITLE: Audiovisual & Courtroom Technology Supervisor
Full-Time Position

VACANCY NUMBER: 23-11 I/E

LOCATION: Philadelphia, Pennsylvania

SALARY RANGE: CL28 – CL29 (\$72,699 - \$140,529) (salary commensurate with experience)

POSTING DATE: June 21, 2023

CLOSING DATE: Open until filled.

POSITION OVERVIEW

The Eastern District of Pennsylvania is seeking a highly experienced Audiovisual & Courtroom Technology Supervisor who is a goal-oriented, team-focused, self-starter for the Court's audiovisual systems and works collaboratively with those responsible for telecommunications and other system/network services. The successful candidate will perform supervisory, technical, and professional work related to the area of A/V Information Technology. The position is in the Clerk's Office of the U.S. District Court in Philadelphia. Travel within the district, including some overnight trips, will be required. Reports to the Director of Information Technology.

REPRESENTATIVE DUTIES

The Audiovisual & Courtroom Technology Supervisor will be responsible for overseeing and participating in the day-to-day audiovisual functions of the Court, working closely with the Information Technology team, Judges, Clerk's office staff, vendors, prisons, and GSA. Some of the duties to be performed include, but are not limited to, the following:

- Oversee and direct the installation and maintenance of the Court's audiovisual systems - videoconferencing, audioconferencing, digital recording, courtroom sound systems, structured cabling, virtual conferencing, and all other audiovisual systems.
- Plan, organize, direct, evaluate, analyze, coordinate, and supervise the activities and functions of the 5 member audiovisual and courtroom technology team.
- Supervise the A/V and courtroom technology staff administratively, including but not limited to: completing employee appraisals, ensuring adequate in-person staffing, approving leave requests and timesheets.
- Foster and maintain an environment that promotes high morale, productivity, and quality work. Provide high-level customer service and interact effectively with judges and chambers staff.
- Establish and maintain effective and productive working relationships with vendors, contractors, co-workers, and other outside entities.
- Routine travel to satellite courthouses in Allentown, Easton, and Reading offices is required.
- Recommend and provide expert advice about the implementation of a district-wide audiovisual strategic, short-term and long-term, plan; Develop budget justification for system equipment, up-grades, and normal operations; Lead and oversee audiovisual enhancement projects district-wide.
- Plan and coordinate activities to carry out audiovisual projects and meet Court goals in the areas of courtroom technology, conference rooms, remote meetings, and streamed events.

- Supervise the audiovisual support team and ensure service expectations are met; provide backup support to A/V team when necessary.
- Design audiovisual solutions with technical requirements and/or work with hired designer and work with the EDPA Procurement team to solicit quotes from qualified contractors as required.
- Manage audiovisual projects and support tasks to include allocation of resources, budget tracking, contracts, and status reports.
- Coordinate all activities associated with the timely, accurate, and on-budget completion of each project, according to established project management procedures.
- Create and maintain standard system designs for Court audiovisual systems to include technical drawings, standards, system programming, and cyclical replacement plans.
- Troubleshoot and repair audiovisual systems promptly while acting as a final escalation resource.
- Manage and participate in setting up overflow rooms, streaming and recording Court ceremonies and events; has knowledge of concepts and oversees activities supporting video 'production and editing'.
- Provide colleagues with professional, technical training and documentation in all areas concerning audiovisual implementations, tools in use, and utilities.
- Demonstrate day-to-day adherence with change management concepts and practices.
- Provide follow-up reports (technical findings, feedback, resolution steps taken) for RootCause Analysis, engineering technical assessment, and process improvement initiatives.
- Support operations across multiple geographic locations and networks.
- Perform all other duties as assigned.

MINIMUM QUALIFICATIONS

To qualify for the Audiovisual & Courtroom Technology Supervisor position, a candidate must have a minimum of five years progressively responsible specialized experience related to the technical aspects of voice processing systems, audiovisual systems, IP protocols and their use in videoconferencing, and the integration of these systems with existing data networks, including the accomplishment of complex project assignments that involve systems analysis, design, programming, implementation, integration, management, and team leadership.

At least one (1) of the five (5) years of experience must have been specialized experience in supervisory or managerial professional work that provided an opportunity to acquire a thorough knowledge of the basic concepts, principles, policies, and theories of management.

- Extensive technical knowledge and experience in working with sound systems, and their design, including terminology and methodology; Knowledge of diagrams, schematics, and architectural drawings.
- Extensive experience in Project Management.
- Strong networked audio and video experience (Dante, AVB, Cobranet, streaming protocols, multicast, unicast, RTMP, RTP).
- Experience with Crestron and AMX control systems (programming a plus).
- Video Conferencing concepts, and knowledge of Polycom, Logitech, and Cisco Video products.
- Knowledge of networking fundamentals such as TCP/IP, addressing, VLANs, and Switches.
- Experience with Zoom and Teams video service, SIP/H323, Cisco Meeting Server.
- Knowledge of wireless microphone usage in a dense wireless environment, knowledge of FCC frequency allocation laws.
- Audiovideo concepts and theory (compression, processing, balanced, unbalanced) and video formats (HDMI, Hi-Def, Digital, Analog, container vs codec).
- Self-starter with demonstrated analytical and problem-solving skills, professional demeanor, and ability to exercise sound judgment.

- Excellent organizational skills, including managing multiple high-impact projects and priorities within strict deadlines in a fast-paced environment.
- Excellent interpersonal and communication skills, both oral and written, including skills in advising and training non-automation personnel in automation techniques and processes and communicating technical concepts and issues in non-technical terms.
- Ability to provide exceptional customer service and troubleshooting issues both in-person and in a remote environment when users are teleworking.
- Experience ensuring the 24-7 availability of mission-critical systems.
- Critical thinking, attention to detail, analytical skills, and the ability to independently research and make recommendations.
- Must be able to work during non-business hours as required to complete urgent projects or prevent disruption to court proceedings.
- Work in a demanding environment and have reliable transportation to travel to other divisional offices, is required.
- Handle special project work assigned as needed, as well as other duties as assigned.
- The incumbent should be able to climb ladders, access equipment in tight spaces, and independently lift 40 pounds.

PREFERRED QUALIFICATIONS

- AVIXA (InfoComm) CTS certification
- A Bachelor's degree in information systems or related field.
- Desirable Certifications: AVIXA, SynAudCon, CEDIA, BICSI RCDD Installation, Extron XTP Systems Technician, AV Associates, or Control Specialist/Professional, Dante Level 1,2 and 3, Biamp Tesira Forte Level 1 and 2; Crestron Core Track, Technician Certification Track (Commercial), Design Certification Track (Commercial), Programmer Certification Track (Commercial through CTI-P101).
- The successful candidate should be highly organized, possess sound judgment, and have a high initiative.
- Current Courtroom technology experience is highly desirable.

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 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. Read more about Judiciary's benefits here: [Benefits | United States Courts \(uscourts.gov\)](https://www.uscourts.gov/benefits)

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 certificates completed within last five years; (5) completed & signed AO-78 Federal Judicial Branch Application for Employment, and (6) AO-78B Voluntary Race/Ethnicity, Gender, & Disability Identification form (both found on www.uscourts.gov).

Completed application materials (**in a single PDF document**) should be forwarded to Human Resources at: paedhumanresources@paed.uscourts.gov with the subject line, "**Audiovisual & Courtroom Technology Supervisor Vacancy #23-11 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. If a subsequent vacancy of the same position becomes available within a reasonable time of the original announcement, the court may elect to select a candidate from the original qualified applicant pool.

**The Clerk's Office of the U.S. District Court for the Eastern District of Pennsylvania
is an Equal Opportunity Employer, and is committed to recruiting, developing, retaining, and promoting a diverse
workforce.**