



UNITED STATES DISTRICT COURT FOR THE DISTRICT OF UTAH

SALT LAKE CITY, UTAH

VACANCY ANNOUNCEMENT

COURTROOM TECHNOLOGY SPECIALIST

06-UTD-17

OPEN DATE: JULY 28, 2017

CLOSE DATE: OPEN UNTIL FILLED

The U.S. District Court for the District of Utah is seeking applications from qualified candidates for the position of a full time Courtroom Technology Specialist. The position is a Court Personnel System Classification Level 26, with an annual salary of \$43,840 - \$54,803 depending on qualifications.

POSITION OVERVIEW:

The successful candidate will work in a team environment providing support to the staff of the U.S. District Court under the direct supervision of the Information Technology Director. The Courtroom Technology Specialist position is responsible for planning, research, installation, maintenance and training for courtroom audio/video systems and services. Responsibilities include courtroom sound, streaming audio and video, video/electronic evidence presentation equipment, displays, recording and video conferencing equipment at multiple court locations within the district.

REPRESENTATIVE DUTIES:

- ❖ Participates in developing and implementing short-term and long-range technology improvement plans for the court, ensuring that the changes can be implemented with minimal disruption of on-going operations.
- ❖ Assist in the oversight of the operation of courtroom technology (audio reinforcement/sound system and video evidence preservation) to ensure reliable and effective operation. Perform requisite programming to systems to accommodate local needs.
- ❖ Provide on-site repair, reconfiguration, adjustments and replacement of audio/visual equipment and supplies.
- ❖ Troubleshoot devices at the hardware level. Configure devices and systems for proper operation.
- ❖ Implement standard policies and procedures to accommodate the utilization of mobile technology improvements, ensuring minimal disruption to courtroom activities.
- ❖ Advise the court in areas of technology support, requirements, and capabilities including anticipation of future requirements and resolution of potential problems prior to implementation.
- ❖ Monitor latest technology and recommend, and install system upgrades or features, which satisfy local court needs. Make adaptations to national systems. Plan and install specific systems to meet specialized local needs.
- ❖ Test and evaluate new technology prior to application in court environments.
- ❖ Assist in the development and instruction on procedures for coordinating video and teleconference for the court. Coordinates video and teleconferences for the court. This may involve tasks such as scheduling, basic troubleshooting, setting up equipment, initiating calls, and monitoring equipment during conferences
- ❖ Serve as instructor for non-technical staff on technology techniques, applications and unitization. Assist in developing procedural guidelines and training documentation, as needed for end users.
- ❖ Serve as liaison with other federal agencies such as the US Attorney's Office and Federal Public Defender's Office, and ensure office receives adequate notice of available court technology. Serve as training coordinator for bar groups using court technology.
- ❖ Recommend, schedule, plan, and oversee the installation and testing of new products and improvements to computer systems.

- ❖ Work is performed primarily in person or telephone, and occasionally via remote control (VNC and Remote Desktop Connection).
- ❖ Provide information and assistance to court staff via the IT helpdesk for courtroom and general technology issues. Troubleshoot and provide guidance on technical program problems while logging assistance requests and prioritizing the users need for immediate or subsequent assistance.
- ❖ Keeps IT Director apprised on the status of parts, supplies and equipment that may need replenishing.
- ❖ Prepare and maintain documentation for automated programs, maintain contacts with other I.T. staff in order to remain knowledgeable of developments, techniques and user programs.
- ❖ Assist with office and chambers moves, reconfiguring and reconnecting equipment in new locations.
- ❖ Provide basic technical support of telephone systems, courtroom technology, mobile devices and audio/visual systems, as required
- ❖ Perform general duties as assigned.

MINIMUM QUALIFICATIONS:

A candidate must be a high school graduate or equivalent. Applicants must have at least two years of experience equivalent to work at CL-25. A minimum of two year specialized experience in progressively responsible information technology and audio/video experience, including researching, installing and maintaining audio/video systems. Qualified applicants must possess a thorough knowledge of theories, principles, practices, and techniques of computer hardware and software, office automation, data communications, including the latest developments in computer hardware, software and computer networks. Applicants must be skilled in assisting or training non-automation personnel in automation techniques and processes. The incumbent must accomplish assigned work independently and accurately within specified time limits. Applicants should be well groomed and exhibit a professional appearance. A bachelor's degree in a related field may be substituted for general work experience. Must be able to lift 75 lbs.

PREFERRED QUALIFICATIONS:

An associates or bachelor's degree from an accredited college or university in computer science, information technology or a related field is preferred. Knowledge of Biamp and AMP programming, wire management skills, comprehensive knowledge of sound reinforcement systems, proficiency in Microsoft Windows environments, proficiency in computer networks as related to audio/video systems, experience in help desk/support operations and proficiency with Polycom or Cisco videoconferencing equipment is also preferred.

SALARY AND BENEFITS:

The salary for this position is at CL 26 (step 1-25) or \$43,840 – \$54,803 depending on length and relevance of experience. There is potential promotional opportunity up to a CL27 without further competition. The position falls within the Judicial Branch of the U.S. Government and the benefits include: health, dental, vision, life, paid vacation and sick leave, retirement benefits and tax deferred savings plan. This position is subject to mandatory direct deposit participation.

CONDITIONS OF EMPLOYMENT:

All application information is subject to verification. As a condition of employment, the selected candidate must successfully complete a ten-year background investigation with periodic updates every five years thereafter. The Courtroom Technology Specialist is an excepted service position, serves at the pleasure of the court and is an 'at will' employee and can be terminated with or without cause. All judiciary employees are required to adhere to the Judicial Code of Conduct. Applicants must be United States citizens or be eligible to work for the US Courts.

APPLICATION INSTRUCTIONS:

Qualified candidates are invited to submit: 1.) a cover letter, 2.) a detailed resume including education, previous employment and salary history and 3.) an Application for Judicial Branch Employment ([AO78](#)). The application form ([AO78](#)) is available via the court's web site <http://www.utd.uscourts.gov> or at the address listed below from 9:00 a.m. to 5:00 p.m. Monday - Friday. Preference will be given to application packages received by Wednesday, August 16, 2017; however this position will remain open until filled. Incomplete applications will not be considered. Applications will be screened for qualifications and only the most qualified applicants will be contacted and selected for a personal interview. All applicants scheduled should advise the Human Resources Office if an accommodation is necessary to interview.

Please email completed application packages in PDF format to UTD_HumanResources@utd.uscourts.gov or mail to:

**United States District Court
Attn: Courtroom Technology Specialist
351 So. West Temple
Human Resource Office 2.117
Salt Lake City, UT 84101**

THE UNITED STATES DISTRICT COURT IS AN EQUAL OPPORTUNITY EMPLOYER