

**UNITED STATES DISTRICT COURT
SOUTHERN DISTRICT OF NEW YORK
DISTRICT COURT EXECUTIVE'S OFFICE**



DATE: December 23, 2016
POSITION: Audio/Visual Assistant
LOCATION: 500 Pearl Street, New York, New York
CLASS LEVEL: CL 25 - CL-26
SALARY: \$44,257 - \$79,207
(depending on qualifications and experience)
VACANCY NO: 17-12
CLOSING DATE: Open Until Filled

Preference given to resumes received by January 9, 2017

POSITION SUMMARY:

The United States District Court for the Southern District of New York has a vacancy for a Courtroom Technology Technician based at the Daniel Patrick Moynihan Courthouse in Manhattan, with periodic travel to White Plains, N.Y. The incumbent is assigned to the District Court Executive's Office and is responsible for the Court's Audio/Visual and Telecommunication systems and services; assisting in upgrades in the areas of cabling, fiber optics, satellite communications, voice, video conferencing, real time and courtroom technology. Manual labor will be required along with the ability to lift 50 pounds.

DUTIES AND RESPONSIBILITIES:

- Conducts day-to-day operations of technology used in the court to ensure reliable and effective operation.
- Serves as principal instructor on courtroom technology to deputy clerks and court personnel.
- Implementing the design and upgrade of telecommunications systems.
- Develops procedural guidelines and training documentation as needed for end users.
- Coordinates video and teleconferences for the Court. This may involve scheduling, troubleshooting, setting up equipment, initiating calls and staying on hand to monitor equipment.
- Responsible for installation, configuration, maintenance, support and inventory of all courtroom technology systems, hardware and equipment.
- Installs and maintains *CourtFlow* recording systems.
- Tests and evaluates new technology, in coordination with the Budget Manager, prior to application in the court environment.
- Monitors developing technology and recommends, develops or installs system upgrades or features to satisfy local court needs. This includes making adaptations to national systems; acquisition and planning for the acquisition of specific systems to meet specific local needs; and developing software to meet local needs.
- Serves as liaison with other federal agencies such as the U.S. Attorney's Office and Federal Public Defender's Office with regards to courtroom technology.
- Processes Court Identification forms, including fingerprinting for background checks.

REQUIRED QUALIFICATIONS:

To qualify for this position, the candidate must have audio/visual and telecommunication experience and a performance history that demonstrates outstanding customer service and troubleshooting skills. The candidate

must be able to interact directly with all levels of court personnel, demonstrate an ability to work within a team environment and exhibit professional responsibility. Exceptional written and oral communication skills, especially the ability to clearly and patiently explain technical issues to non-technical users, as well as accurately document problems and fixes is also required. The candidate must possess superior customer service orientation; exceptional interpersonal skills, with a focus on rapport-building, listening, and questioning skills. Information Technology experience in federal courts, agencies, law firms or other legal environments is highly desirable. To qualify for the Grade CL 25, one must possess one year of specialized experience equivalent to CL 24; to qualify for the Grade CL 26, one must possess one year of specialized experience equivalent to CL 25.

SPECIALIZED EXPERIENCE:

Specialized experience is defined as progressively responsible clerical or administrative experience that provided knowledge of the rules, regulations, procedures and practices of audio/visual technology; and involved the routine use and installation of automated software and systems.

APPLICATION PROCEDURE:

To be considered for this position please submit a resume detailing your education and work experience, along with a cover letter. The cover letter must indicate the position for which you are applying, including the vacancy number, and identify how your education and/or experience relate to the duties and responsibilities of the position.

Resumes without the cover letter addressing the qualifications will not be considered.

PLEASE SUBMIT YOUR RESUME AND COVER LETTER TO:

U.S. DISTRICT COURT
500 PEARL STREET
NEW YORK, NEW YORK 10007
ATTN: Office of the District Executive, SUITE 820
OR
DEJobs@nysd.uscourts.gov

ONLY CANDIDATES SELECTED FOR INTERVIEWS WILL BE CONTACTED

**THIS POSITION IS SUBJECT TO MANDATORY ELECTRONIC FUNDS TRANSFER FOR
PAYMENT OF NET PAY**

THE SUCCESSFUL CANDIDATE FOR THIS POSITION IS SUBJECT TO A BACKGROUND CHECK

APPLICANTS MUST BE UNITED STATES CITIZENS

EQUAL OPPORTUNITY EMPLOYER