

UNITED STATES DISTRICT COURT

Southern District Of California

San Diego, California

Phone: (619) 557-6152

www.casd.uscourts.gov

Courtroom Technology Specialist

Vacancy Announcement #13-06

POSITION:	Courtroom Technology Specialist
CLOSING DATE:	January 17, 2014 or until filled
STARTING SALARY RANGE:	CL 27 (\$49,963 – \$81,184)
LOCATION:	San Diego, California

INTRODUCTION:

The Courtroom Technology Specialist is located in the Information Technology department of the United States District Court for the Southern District of California and reports to the IT Operations Supervisor at the direction of the Director of Information Technology. The incumbent provides technical and administrative support on the courthouse and Clerk's Office audio/video systems and mobile devices to Judges, Judicial staff, and Clerk's Office staff.

REPRESENTATIVE DUTIES:

- 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.
- Troubleshoot devices at the hardware level, such as serial or hardware device level interfaces. This may include controlled distribution systems and wireless systems. Configure devices and systems for proper operation using available software and hardware and via remote support from vendors.
- Develop, recommend, and implement standard policies and procedures pertaining to the introduction and utilization of new mobile technology and equipment for courtroom technology environments. Assist in the development and implementation of short and long range technological 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, 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. Develop software to meet local needs.
- Test and evaluate new technology prior to application in court environments.
- Develop and instruct on procedures for coordinating video and teleconferences for the Court. Procedures 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 utilization. Develop procedural guidelines and training documentation, as needed for end users.
- Serve as liaison with other federal agencies such as the U.S. Attorney's Office, Federal Public Defender's Office, and ensure offices receive adequate notice of available court technology. Serve as training coordinator for bar groups using court technology.
- Act as primary technical contact for contractors and other outside vendors when audio/video systems are being installed or are under repair.
- Other duties as assigned.

QUALIFICATIONS:

Incumbent should have familiarity with Lectrosonics devices and related software; AMX Control Systems, components, and programming; AMX user interfaces and design, including Modero Touch panels; AMX RMS room management software, programming, and implementation; matrix video switching, scaling, scan conversion, and signal distribution;

Polycom and Tandberg video conference systems; SennHeiser infrared modulators and emitters; as well as other major manufacturers of A/V components. AMX certification is required, or the ability to obtain certification within 60 days of hire.

Incumbent should also have knowledge of Windows operating systems and MS Office, the installation, support and maintenance of those systems. Must also have experience in support of mobile devices such as iPhone, iPads, and notebooks.

Basic knowledge of network topology, network equipment and IP network configuration.

A minimum of 2 years of specialized experience is required, including at least one year equivalent to work at the CL 25 level. Specialized experience would include knowledge of theories, principles, practices and techniques of A/V systems, digital recording, cabling & infrastructure, network concepts, computer hardware and software, mobile devices and their effective deployment in an increasingly crowded wireless spectrum. The ability to analyze, evaluate and determine court technology needs, and plan to implement solutions to meet those needs. Ability to train non-technical personnel in court technology use.

Prior experience in a legal environment and a four-year degree are preferred.

SKILLS:

Excellent ability to identify and evaluate needs, conduct research from all available sources, develop proposed solutions, and implement programs is required. Should have in depth knowledge of the design, installation, operation, programming, and troubleshooting of audio, video, video conference, network and computer systems. Incumbent must have excellent communication skills, both verbal and written, with demonstrated skill in writing procedures and clear technical documents. Excellent customer service skills are also required. Must be able to coordinate needed work to be accomplished by other sections of the office in order to achieve project goals. Must be able to collaborate effectively with all levels of court staff.

REQUIRED CLEARANCES:

Successful applicants will be required to submit to a background clearance which includes fingerprinting and credit check.

INCENTIVES/BENEFITS:

Benefits include 13-26 days of annual leave, 13 days of sick leave, 12 paid holidays per year, a flexible work schedule, immediate matching Thrift Savings Plan, pre-tax programs (health, dependent care and transportation), and insurance plans (i.e., health, life, disability, and long-term care), car-pooling options and a transportation subsidy.

APPLICATION PROCESS:

Qualified candidates must submit a cover letter with resume that includes their name, address, telephone number, education, work and salary history, country of citizenship, and three references that may be contacted. The cover letter and resume should be sent to:

John Morrill
Acting Clerk of Court
Attn: Human Resources #13-06
333West Broadway, Suite 420
San Diego, CA 92101

Resumes may be e-mailed to: casd_hr@casd.uscourts.gov (.pdf format preferred)

**Preference will be given to applicants who submit application materials
before 4:30pm, January 17, 2014.**

DISCLOSURES

The Court reserves the right to modify the conditions of this job announcement, or to withdraw the announcement, any of which may occur without prior written or other notice. In the event that a position becomes vacant in a similar classification, within a reasonable time of the original announcement, the Clerk of Court may elect to select a candidate from the applicants who responded to the original announcement without posting the position.

Only qualified applicants will be considered for this position. Employees of the U.S. District Court serve under “Excepted Appointments” and are considered “at will” employees. Federal Civil Service classifications or regulations do not apply; however, court employees are entitled to substantially the same benefits as other Federal Government employees.

All information provided by applicants is subject to verification and background investigation. Applicants are advised that false statements or omission of information on any application materials or the inability to meet the following conditions may be grounds for non-selection, withdrawal of an offer of employment or dismissal after being employed.

Participation in the interview process will be at the applicants own expense and relocation expenses will not be provided.

The position is subject to the mandatory electronic fund transfer (EFT) participation for payment of net pay (i.e. Direct Deposit).

Non-citizens may be interviewed and considered for employment, but employment offers will only be made to individuals who qualify under one of the exceptions in 8 U.S.C. § 1324b(a)(3)(B). In most cases, this means that an offer of employment cannot be made unless the candidate is a lawful permanent resident who is seeking U.S. citizenship as explained below.

Under 8 U.S.C. §1324b(a)(3)(B), a lawful permanent resident seeking citizenship may not apply for citizenship until he or she has been a permanent resident for at least five years (three years if seeking naturalization as a spouse of a citizen), at which point he or she must apply for citizenship within six months of becoming eligible, and must complete the process within two years of applying (unless there is a delay caused by the processors of the application). Non-citizens who have not been permanent residents for five years will be required to execute an affidavit that they intend to apply for citizenship when they become eligible to do so.

If selected for first time appointment to a position, you may be required to complete an initial performance probationary period. Failure to successfully complete the probationary period may result in termination of employment.

THE UNITED STATES DISTRICT COURT IS AN EQUAL OPPORTUNITY EMPLOYER