



**UNITED STATES DISTRICT COURT
NORTHERN DISTRICT OF ALABAMA**
<https://www.alnd.uscourts.gov/>

JOB OPPORTUNITY NUMBER: ALND 24-08

POSITION: Courtroom Technology Specialist

LOCATION: The initial duty station for this position will be Birmingham, AL, with the possibility to transfer the duty station to Huntsville, AL, beginning October 1, 2024.

OPENING DATE: July 26, 2024 CLOSING DATE: August 9, 2024

CLASSIFICATION LEVEL: CL 29

STARTING SALARY: \$83,490 - \$135,700

The actual starting salary is dependent upon experience and qualifications.

OFFICE SUMMARY

The Clerk's Office of the U.S. District Court for the Northern District of Alabama is comprised of over 50 professional staff providing administrative and operational support to 14 federal judges located across 7 geographical divisions. The District enjoys a friendly and talented workforce, an interesting and evolving workload, and collegial agency relationships across the Executive and Judicial Branches of the U.S. Government.

POSITION OVERVIEW

The Courtroom Technology Specialist ensures the effective operation of all audio-visual needs and end-user technologies for federal judges and court participants across the District and possibly supporting multiple court units and Districts. The incumbent installs, monitors, and maintains audio-visual (AV) equipment, hardware, software, telecommunication, and networks and oversees courtroom technology training for both Information Technology (IT) staff and in-court users. This position reports directly to the IT Manager.

Travel between geographical divisions is required to interact with judges and staff, evaluate current systems, identify issues, and oversee AV projects. Travel between Federal Districts may be required to support future shared services with partner Districts. Limited situational telework may be available per policy at the discretion of the Clerk of Court.

DUTIES AND RESPONSIBILITIES

- Evaluate courtroom technology use and needs. Assist in strategic planning and execution of cyclical AV systems refreshes and long-term modernization of AV systems.
- Design, install, maintain, and ensure proper operation of AV systems such as display devices, video conferencing, digital recording, sound systems, and digital signage.
- Assist with initial budget justifications for AV systems equipment and up-grades. Develop AV systems procurement requests for review, considering unit needs,

- objectives, and capabilities, and assist in monitoring expenditures.
- Program audio/video equipment to meet specific court requirements and handle structured cabling, telephone, and other AV systems, as needed.
 - Assist in planning, coordinating, and implementing AV and courtroom technology use policies and procedures. Recommend and draft AV systems policies and procedures. Prepare and update system operating procedures and plans. Develop and maintain local court technical documentation for administered systems.
 - Monitor and respond to daily IT Help Desk activities, logging all activities and resolutions via a ticketing system, providing input and recommendations for IT-related projects, and directly deploying court computing systems and mobile devices.
 - Train end-users on AV and general courtroom hardware/software, as needed. Develop documentation regarding support and project activities and maintain a detailed inventory of all courtroom technology devices and systems according to internal control guidelines.
 - Consult with and provide advice and guidance to judges, senior managers, and court staff regarding technology needs and viable solutions. Maintain collaborative relationships.
 - Research and analyze statistical data, draft reports and presentations, and implement programs. Develop data and technical briefings on AV-related topics. Remain current regarding emerging technologies and how they interface with court systems.
 - Review AV systems-related directives and correspondence from the AO, judges, the Clerk, and external agencies to determine impacts and necessary actions.
 - Comply with the Guide to Judiciary Policy, applicable AO policies and procedures, and internal controls guidelines.

CONDITIONS OF EMPLOYMENT

- Employees must be United States citizens or eligible to work in the United States.
- Employees will be hired provisionally pending the results of a background investigation.
- Employees are required to adhere to the [Code of Conduct for Judicial Employees](#).
- Employees are required to use Electronic Fund Transfer (EFT) for payroll deposit.
- Positions with the U.S. District Court Clerk's Office are **Excepted Service** appointments. Excepted service appointments are at-will and can be terminated with or without cause by the Clerk of Court.

MINIMUM QUALIFICATIONS

Applicants must have a minimum of four (4) years of specialized experience that includes work in AV technology, office automation, data networking, courtroom technology, video conferencing, and/or personal computing. The candidate must be able to analyze problems and assess the practical implications of potential solutions, possess strong organizational and interpersonal skills, and be effective in explaining technical concepts to personnel at all IT knowledge levels. Excellent written and oral communication skills are required. Detailed experience working in or with the Federal Judiciary will be favored in application review.

Other Requirements: The incumbent must be detail-oriented and possess strong problem-solving skills; able to communicate accurately, effectively, and timely with colleagues, senior executives, and across agencies; and highly skilled in the use of automated systems and software,

including word processing, spreadsheets, and databases. Preferred qualifications include experience with Office365, iOS, AV control systems, and video conference system support, as well as knowledge of scripting and PowerShell.

EDUCATION

Applicants must possess a high school diploma. A bachelor's degree in computer science, telecommunications, audio or electrical engineering, IT, management information systems, or a related field is highly desirable. Desired certifications include AVIXA Certified Technology Specialist (CTS, CTS-I, CTS-D), Extron Certifications, QSC Certifications, SynAudCon completion, AV over IP, Dante, BICSI certifications, RCDD, AV Installation, AV Associates, CompTIA A+, NET+, MCP, and/or HDI's SCA.

BENEFITS

A generous benefits package is available and includes:

- Paid annual leave (13-26 days, depending on federal service accrued)
- Paid sick leave (13 days)
- Paid holidays (11 days)
- Retirement benefits (e.g., immediate matching contributions in the Thrift Savings Plan)
- Optional participation in Federal Employees' Health Benefits, supplemental Dental and Vision Insurance, and Federal Employees' Group Life Insurance

APPLICATION INFORMATION

Interested applicants must submit four (4) items combined into a single PDF:

- 1) a cover letter;
- 2) a resume;
- 3) a list of professional references; and
- 4) a completed Federal Judicial Branch [Application for Employment \(AO 78\)](#).

Submit materials electronically to personnel@alnd.uscourts.gov. Hard copies and faxed copies of applications will not be accepted.

Only applicants selected for an interview will be contacted.

The U.S. District Court is an Equal Opportunity Employer.