

## UNITED STATES DISTRICT COURT SOUTHERN DISTRICT OF NEW YORK



<b>DATE:</b>	<b>July 15, 2019</b>
<b>POSITION:</b>	Audio/Visual Assistant
<b>TERM:</b>	Temporary
<b>LOCATION:</b>	500 Pearl Street, New York, New York
<b>CLASS LEVEL:</b>	CL 22-23
<b>SALARY:</b>	\$31,229 - \$62,899 (Depending on qualifications & experience)
<b>VACANCY NO:</b>	19-35
<b>CLOSING DATE:</b>	<b>Open until filled</b>

**POSITION OVERVIEW:** The United States District Court for the Southern District of New York has a vacancy(s) for a Courtroom Technology Assistant 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, voice, video conferencing, real time and courtroom technology. Manual labor will be required along with the ability to lift 25 pounds.

### **DUTIES AND RESPONSIBILITIES:**

- Conducts day-to-day operations of technology used in the court to ensure reliable and effective operation.
- Serves as instructor on courtroom technology to deputy clerks and court personnel.
- Implements 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 monitoring 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 prior to application in the court environment.
- Monitors developing technology and recommends, develops or installs system upgrades or features to satisfy local court 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.
- Perform other duties as assigned.

**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. Knowledge of Creston, Cisco, Extron, and other A/V equipment and software is highly desirable.

To be considered for this position you must be a high school graduate, or equivalent. To qualify for the CL-23, you must have one year of specialized experience, equivalent to work at the CL-22.

**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.

**BENEFITS:** The Federal Judiciary offers a comprehensive benefits package to those who are eligible, including paid vacation, sick leave and holidays; participation in federal health benefits, life insurance and retirement programs; supplemental dental and vision insurance, long term care plan options, flexible spending accounts and a transit subsidy program once eligibility requirements are met.

**APPLICATION PROCEDURE:** To be considered for this position, please submit in one PDF document a resume detailing your education and work experience and 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. Candidates must also include the vacancy number and position title in the subject field of the e-mail containing your application. Only applications submitted via email will be accepted. Applications that do not conform to the above procedures will not be considered. Only candidates selected for an interview will be contacted. Please submit your application, one PDF document containing a resume and cover letter to: [DEjobs@nysd.uscourts.gov](mailto:DEjobs@nysd.uscourts.gov)

Applicants must be U.S. citizens or lawful permanent residents seeking U.S. citizenship. Employees of the United States District Court are not included in the government's Civil Service classification and are at-will employees. All employees are required to adhere to the Code of Conduct for judicial employees. The successful candidate for this position is subject to a background check. This position is subject to mandatory electronic funds transfer for payment of net pay.

**EQUAL OPPORTUNITY EMPLOYER**