

**UNITED STATES DISTRICT COURT  
SOUTHERN DISTRICT OF NEW YORK  
OFFICE OF THE DISTRICT COURT EXECUTIVE**



**DATE:** February 25, 2025  
**POSITION:** Audio Visual Technician  
**TERM:** Permanent  
**LOCATION:** 500 Pearl Street, New York, NY 10007  
**CLASS LEVEL:** CL 26 - CL27  
**SALARY RANGE:** \$63,447 - \$113,305  
(Depending on qualifications and experience)  
**CLOSING DATE:** Open Until Filled  
[Priority will be given to applications received by \*\*March 11, 2025\*\*](#)  
**VACANCY NO:** 25-02

**POSITION OVERVIEW**

The United States District Court for the Southern District of New York has a vacancy(s) for an Audio Visual Technician based at the Daniel Patrick Moynihan Courthouse in Manhattan, with frequent 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 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 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 are also required. The candidate must possess superior customer service orientation; exceptional interpersonal skills, with a focus on rapport-building, listening, and questioning skills. The incumbent must be punctual and maintain good time and attendance.

Audio Visual and/or information technology experience in federal courts, agencies, law firms or other legal environments is highly desirable. Knowledge of Creston, Cisco, Extron, Biamp, and other A/V equipment and software is highly desirable.

To be considered for this position, applicants must be a high school graduate, or equivalent. To qualify for the Grade CL 26, one must possess one year of specialized experience equivalent to CL 25; to qualify for the Grade CL 27, one must possess two years of specialized experience equivalent to CL 26.

### **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. Knowledge of specialized terminology, and demonstrated ability to apply a body of rules, regulations, directives, or laws.

### **BENEFITS**

- During the first three years of full-time employment, employees receive 13 days of paid vacation. Thereafter, between 20 and 26 days of paid vacation are provided, depending upon the length of federal service.
- Employees receive 13 days of paid sick leave (unlimited accumulation) and twelve paid federal holidays a year.
- Eligible for medical coverage with pre-tax employee premiums and flexible benefits program for health care, dependent care, and commuter/parking expenses.
- Eligible for Group Life Insurance, Long Term Disability, and Long-Term Care coverage.
- Participation in the Thrift Savings Plan (similar to 401K plan) with employer matching contributions.
- Participation in the Federal Employees Retirement System
- Creditable service time in other federal agencies or the military will be added to judiciary employment.
- For more information on benefits, you may visit: <https://www.uscourts.gov/careers/benefits>.

### **APPLICATION PROCEDURE**

To be considered for this position, submit, in one PDF document, 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 relates 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 the application. Resumes without the cover letter addressing the qualifications will not be considered.

Only applications submitted via e-mail will be accepted. Applications submitted as zip files, cloud files and/or links will not be accepted. Applications that do not conform to the above procedures will not be considered.

Please submit your application, consisting of one PDF document containing a resume and cover letter to:

[DEjobs@nysd.uscourts.gov](mailto:DEjobs@nysd.uscourts.gov)

### **MISCELLANEOUS**

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. The successful candidate for this position is subject to a background check.

Judicial employees are required to adhere to the court's code of conduct, available for public review on the USCourts.gov website. [https://www.uscourts.gov/rules\\_policies/judiciary-policies](https://www.uscourts.gov/rules_policies/judiciary-policies).

This position is subject to mandatory electronic funds transfer for payment of net pay.

The U.S. District Court for the Southern District of New York reserves the right to modify the conditions of this job announcement, or to withdraw the announcement, without prior written or other notice.

**[The United States District Court is an Equal Opportunity Employer](#)**