

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



DATE: June 2, 2021

POSITION: Audio/Visual Assistant

TERM: Temporary – with potential to become permanent without further advertisement

LOCATION: 500 Pearl Street, New York, New York

CLASS. LEVEL: CL 23

SALARY: \$40,379 - \$65,621 (depending on qualifications and experience)

VACANCY NO: 21-17

CLOSING DATE: Open Until Filled

POSITION SUMMARY

The United States District Court for the Southern District of New York seeks a highly motivated and detail oriented Audio/Visual Assistant based at the Daniel Patrick Moynihan Courthouse in Manhattan, with periodic travel to White Plains, N.Y. The Audio/Visual Assistant will provide technical support for all aspects of audio and visual systems in the Southern District of New York (courtrooms, conference rooms, etc.) The Audio/Visual Assistant will be responsible for technical setup and operation of all equipment, training staff, scheduling use of equipment, maintenance of equipment, and inventory of equipment. 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.
- Coordinates video and teleconferences for the Court. This may involve scheduling, troubleshooting, setting up equipment, initiating calls and monitoring equipment.
- 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 qualify for the Grade CL 23, one must possess one year of specialized experience equivalent to 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, 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 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