

OFFICE OF THE CIRCUIT EXECUTIVE

UNITED STATES COURTS OF THE
DISTRICT OF COLUMBIA CIRCUIT

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Washington, D.C. 20001

Courtroom Technology Specialist **Job Announcement Number USCA 22-02** **January 3, 2022**

Position Description – The Courtroom Technology Specialist provides technical support for courtroom AV systems, equipment to live stream audio, video conferencing equipment, and mobile devices for the Court of Appeals and appellate offices. This position provides first tier help desk support to judges and court staff. The incumbent installs and configures IT hardware (such as PCs, laptops, printers, and mobile devices) and software programs (such as Microsoft Office 365 applications, Adobe Acrobat, and nationally and locally developed systems). The Courtroom Technology Specialist performs routine to moderately complex troubleshooting of hardware and software systems and assists with inventory control. This full-time position is located in Washington, D.C. Some work may be done remotely.

Qualifications – Candidates must show experience that demonstrates the ability to: (1) understand the theories, principles, practices and usage of IT hardware and software; (2) perform hardware and software maintenance and troubleshooting; (3) effectively communicate with others both verbally and in writing; (4) show attention to detail, organizational skills, and the ability to manage multiple tasks; and (5) be flexible, work well under pressure, maintain a positive attitude, and meet deadlines.

Education and Experience – Candidates must have a high school diploma or equivalent. A bachelor's degree is preferred. Must have at least two years of specialized experience that demonstrates the skills required to perform the duties of the position. Preferred experience includes supporting AV systems, audio streaming equipment, videoconferencing systems as well as Microsoft Office 365 applications, virtual desktops, and mobile devices.

Salary – CL 27 (\$58,189 - \$94,593) depending on qualifications.

Conditions of Employment – Applicants must be a United States citizen or eligible to work in the United States. Employees of the federal courts are excepted service appointments. Excepted service appointments are “at will” and may be terminated with or without good cause by the Court. The candidate selected for the position will be hired provisionally pending the results of a background investigation. Direct deposit of pay is required. Information about benefits is available at www.uscourts.gov/career/benefits.

Application Process – Email a cover letter and resume as a single PDF document to VacancyCourtroomTechnologySpecialist@cadc.uscourts.gov. Only those candidates who will be interviewed will be contacted. The position is open until filled. The first cut-off date for review of applications is January 31, 2022. Proof of up-to-date COVID-19 vaccination will be requested of the candidate selected for this position.

The Circuit Executive's Office is an Equal Opportunity Employer.