

UNITED STATES DISTRICT COURT
Middle District of Georgia
www.gamd.uscourts.gov

VACANCY ANNOUNCEMENT

Position:	Audio/Visual Specialist
Vacancy No:	2018-11
No. of Vacancies:	1 (Full-Time)
Location:	Macon, Georgia
Opening Date:	November 15, 2018
Closing Date:	January 14, 2019 no later than 5:00 PM EST, or until position is filled with preference given to applications received by 5:00 PM EST on by January 14, 2019
Salary:	CL-27/28 (\$48,951 - \$95,388) <i>Starting salary commensurate with qualifications and work experience.</i>

Description:

The Clerk's Office of the United States District Court for the Middle District of Georgia, Macon Division, is accepting applications for a full-time, permanent Audio/Visual Specialist. The incumbent is responsible for the Court's Audio/Visual systems and services; assisting in upgrades in the areas of cabling, voice, video conferencing, and courtroom technology. Manual labor will be required, along with the ability to lift 25 pounds. Frequent travel within the Middle District and periodic training-related travel will be required. Work outside of normal business hours may be required.

Examples of Duties:

- Develop and implement short and long-term audio/visual plans for the court, including satellite locations, ensuring that changes can be implemented with minimal disruption to the court.
- Determine requirements and oversee all audio/visual technology projects. Supervise work performed by vendors/contractors.
- Stay abreast of industry trends, developments and changes.
- Advise management in all areas of audio/visual needs, objectives, and capabilities, including anticipation of future requirements and potential problems.
- Develop implementation plans, present plans to IT Director and CUE, and execute plans for all courtrooms, conference rooms, and all other audio/visual needs and systems.
- Establish, coordinate, and provide written operating procedures and hands-on training regarding equipment and system use and capabilities. Provide end-user technical training and demonstrations to court staff and outside parties.
- Establish, coordinate, and maintain support and maintenance plans for all audio/visual and telecommunications systems and equipment. Maintain equipment inventories according to policy.
- Coordinate warranty work, maintenance agreements, and timely repair of equipment for all vendor contracts covering audio/visual and telecommunications equipment.
- Provide on-site repair, reconfiguration, adjustments, and replacement of audio/visual and telecommunications equipment and supplies.

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- Maintain and develop software to enhance system operations.
- Perform testing and regular preventative maintenance. Devise security mechanisms to protect hardware and software resources. Create and maintain system documentation.
- Ensures the operational integrity of all courtroom technology systems by performing frequent checks of courtroom equipment to ensure there is no disruption in court proceedings.
- Monitor developing technology, recommend and implement system upgrades to satisfy local court needs. This includes making adaptations to national systems; acquisition and planning for specific systems to meet local court needs.
- Perform other duties as assigned.

Typical Qualifications:

Minimum Qualification: To qualify for this position, the candidate must have audio/visual 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.

To qualify for the Grade CL-27, one must possess two years of specialized experience, including at least one year equivalent to the work at a CL-26. To qualify for the Grade CL-28, one must possess two years of specialized experience, including at least one year equivalent to the work at a CL-27. 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.

Preferred Qualifications: Information Technology experience in federal courts, agencies, law firms or other legal environments. Knowledge of Creston, Biamp, Lectrosonics, Kramer, Extron and other Audio/Visual equipment and software. Bachelor's Degree in Audio/Visual Technologies or related field.

Supplemental Information:

Notice to Applicants:

The United States District Court is an **Equal Opportunity Employer**. Employees of the United States District Court are required to adhere to a Code of Conduct, copies of which are available upon request. The United States District Court is part of the Judicial Branch of the United States Government. Employees of the United States District Court are Excepted Service Appointments. Excepted Service Appointments are considered AT WILL employees and can be terminated at any time with or without cause. The Federal Financial Reform Act requires direct deposit of federal wages for court employees. The court will not pay for any interview or relocation expenses. Applicants must be United States Citizens or eligible to work in the United States. All new selectees are subject to a background check or investigation and subsequent favorable suitability determination. Selectees to high-sensitive positions are subject to updated background investigations every five years.

The United States District Court reserves the right to modify the conditions of this job announcement, to

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withdraw the job announcement, or to fill the position at any time before the closing, any of which actions may occur without any prior written or other notice.

How to Apply:

Qualified applicants must apply online at <https://www.governmentjobs.com/careers/gamduscourts> application must include the following:

- (1) a cover letter;
- (2) a resume that details years of experience, including names and addresses of employers, dates of employment, functions managed, number and composition of personnel supervised, and salary history;
- (3) an Application for Judicial Branch Federal Employment (Form AO78 which is available at <http://www.uscourts.gov/forms/AO078.pdf>); and
- (4) a list of at least three professional references, with current contact information.

EMPLOYEE BENEFITS:

The United States District Court is part of the Judicial Branch of the United States Government. Court employees are entitled to the same benefits as other federal employees. These benefits include:

- 10 paid holidays per year;
- Paid annual leave in the amount of 13 days per year for the first three years of employment; 20 days after three years; and 26 days after fifteen years of federal service;
- Paid sick leave in the amount of 13 days per year;
- Mandatory participation in the Federal Employees Retirement Program and Social Security Retirement Program;
- Optional participation in the Thrift Savings Plan (TSP);
- Optional participation in the Federal Employees Health Benefits (FEHB), Federal Employee Group Life Insurance (FEGLI), Federal Employees Dental and Vision Plans (FEDVIP), and the Judiciary's Flexible Spending Programs.
- Optional participation in the Judiciary's Long Term Care Insurance Program.

For more information on benefits, see <http://uscourts.gov/careers/benefits>.