



United States Court of International Trade

One Federal Plaza
New York, NY 10278-0001
www.cit.uscourts.gov

Job Announcement: 22-06
Opening Date: October 24, 2022

VACANCY ANNOUNCEMENT

JOB TITLE:	Audio/Visual Specialist (Full-Time Permanent)
SALARY RANGE:	\$73,768 - \$119,959 (CL 28) Starting salary commensurate with qualifications, salary, and experience.
CLOSING DATE:	Open Until Filled First consideration given to applications received by November 28, 2022.

POSITION OVERVIEW

The United States Court of International Trade is seeking qualified applicants for the position of Audio/Visual Specialist. The position is located in the Information Technology Section of the Clerk's Office and reports to the Systems Supervisor. The incumbent is responsible for hands-on management and support of the court's audio/visual and telecommunications infrastructure, including, but not limited to, audio/visual technology procurement and installation, courtroom sound, digital recording, electronic evidence presentation, audio/visual conferencing, streaming, and telephony systems.

DUTIES AND RESPONSIBILITIES

Responsibilities include but are not limited to:

- Conduct day-to-day operations of technology used in the court and at off-site court events to ensure reliable and effective operation. Operations include daily use of equipment such as video cameras, video monitors, microphones, lighting and mixing boards.
- Manage video and teleconferences for the Court, including but not limited to scheduling, testing, setting up equipment, configuring services, managing recordings and presentation materials, and troubleshooting end user device software and connectivity for on-site and remote participants.
- Manage and support phone and voicemail accounts, phone configuration, and fax services.
- Train and advise users on best practices for online presentations and secure communications with teleconferencing, video conferencing, chat, file sharing, screen sharing, and information sharing.
- Develop, recommend, implement, and instruct on standard policies and procedures pertaining to the introduction and utilization of audio/visual technology and equipment.
- Coordinate warranty work, maintenance agreements, and timely repair or replacement of equipment for all vendor contracts covering audio/visual and telecommunications equipment.
- Assist with developing and implementing short-range and long-range audio/visual technology improvement plans for the court, ensuring that changes can be implemented with minimal disruption to operations
- Responsible for procurement, installation, configuration, maintenance, and inventory of court audio/visual and telecommunications technology. Perform testing and regular preventative maintenance. Supervise work performed by court vendors/contractors. Devise security mechanisms to protect hardware and software resources. Create and maintain system documentation.
- Research and evaluate products and service providers based on price, quality, selection, service, support, availability, reliability, production, and distribution capabilities, as well as their reputation and history.
- Perform other duties as assigned.

QUALIFICATIONS

To qualify for this position, the candidate must have a minimum of two years of specialized experience. Specialized experience is progressively responsible experience in the implementation, configuration, maintenance, and support of audio/visual technology. The candidate's performance history must demonstrate outstanding customer service and troubleshooting skills, must be able to interact directly with all levels of court personnel, and demonstrate the 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 a superior customer service orientation, exceptional interpersonal skills, listening, and questioning skills. The candidate must be able to lift items weighing up to 30 pounds and be able to perform moderate physical effort including moving, connecting, or setting-up equipment.

Audio Visual experience in federal courts, agencies, law firms or other legal environments is highly desirable. Preference will be given to applicants who have three or more years of experience with: Creston, Cisco, Extron, and other A/V equipment and software, IP-based phone systems, video-conferencing systems, and mobile devices. Certifications in video/audio systems are preferred.

BENEFITS

The Judiciary offers a comprehensive benefits package that includes, in part, paid vacation, sick leave, holidays, life insurance, health benefits, and participation in the Federal Employees' Retirement System. For more information about the major benefits offered to most federal employees, [click here](#) or go to: <https://www.uscourts.gov/careers/benefits>.

OTHER INFORMATION

- Applicants must be U.S. citizens or lawful permanent residents seeking U.S. citizenship.
- Applicants selected for interviews must travel at their own expense.
- The selectee is subject to a background check and/or investigation and subsequent favorable suitability determination.
- The selectee to a high-sensitive position is subject to an updated background investigation every five years.
- The selectee for this position is subject to a criminal record check and satisfactory adjudication by the employing office to be eligible for employment. Candidates will not be asked about their criminal history prior to receiving a tentative offer of employment. Candidates completing the AO-78 are not required to complete questions 18-20 regarding criminal history. Criminal history is not in itself disqualifying. All available information, past and present, favorable and unfavorable, about the reliability and trustworthiness of an individual will be considered when making an employment suitability determination. Providing false and/or misleading information may be ground for removal from the application and selection process, as well as disciplinary action if discovered after an individual's date of hire.
- Employees are required to use Electronic Funds Transfer (EFT) for payroll direct deposit.
- Federal court employees are appointed under the excepted service.
- Employees are required to adhere to the Code of Conduct for Judicial Employees which is available for applicants to review on the [US Courts website](#).
- The federal courts are Equal Employment Opportunity Employers.

HOW TO APPLY

Qualified applicants may apply by e-mailing an application package to: applications@cit.uscourts.gov. The application package must include the following:

1. a cover letter detailing relevant experience and how you satisfy the qualifications of the position;
2. a detailed résumé; and
3. an Application for Judicial Branch Federal Employment (AO-78). The AO-78 Form is available on the U.S. Courts website at www.uscourts.gov.

The required documents should be sent as a single PDF attachment. Include the title of the position and vacancy announcement number in the subject line of the email. For first consideration, applications must be received by November 28, 2022.

Failure to submit a complete application will not be considered. Only applicants selected for an interview will be notified. All application information is subject to verification. The Court reserves the right to modify, withdraw, or fill the vacancy announcement at any time, any of which actions may occur without prior written or other notice.

UNITED STATES COURT OF INTERNATIONAL TRADE IS AN EQUAL OPPORTUNITY EMPLOYER