



## United States Court of International Trade

One Federal Plaza  
New York, NY 10278-0001  
[www.cit.uscourts.gov](http://www.cit.uscourts.gov)

**Vacancy Announcement Number:** 26-05  
**Opening Date:** April 27, 2026

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### VACANCY ANNOUNCEMENT

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<b>POSITION:</b>	Audio/Visual Specialist (Full-Time, Permanent)
<b>SALARY:</b>	\$70,392 - \$137,165 (CL 27 – CL 28) Depending on qualifications and experience. Appointment at CL 27 has future promotion potential to CL 28 without further competition.
<b>CLOSING DATE:</b>	Open Until Filled Applications received by May 18, 2026, will receive priority consideration.

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#### POSITION OVERVIEW

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

#### DUTIES AND RESPONSIBILITIES

Responsibilities include but are not limited to:

- Conduct day-to-day court technology operations to include off-site events to ensure reliability and effectiveness. Equipment includes but is not limited to video cameras and displays, microphones, lighting, and mixing boards.
- Manage video and teleconferences for the Court, to include 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.
- Train and advise users on best practices for online presentations and secure communications with video and teleconferencing, chat, file, information and screen sharing, etc.
- Develop, recommend, implement, and instruct on standard policies and procedures pertaining to the introduction and utilization of AV technology and equipment.
- Procure, install, configure, maintain, and establish inventory control of AV and telecommunications technology. Perform testing and regular preventative maintenance. Supervise work performed by vendors/contractors.
- Assist with developing and implementing short-range and long-range audio/visual technology improvement plans, ensuring that changes can be implemented with minimal operational disruptions.
- Address IT Help Desk calls and emails, log computer problems, and assist with routine problems, to include referral to subject matter expert, as needed.
- Manage and support telephone configurations and voicemail accounts.
- Perform other duties as assigned.

#### QUALIFICATIONS

Qualified applicants should have a minimum of three years of specialized experience. Specialized experience is progressively responsible experience in the implementation, configuration, maintenance, and support of AV technology such as AV infrastructure, distribution systems, cabling, and hardware and software, including Crestron, Cisco, Biamp, and Extron products.

Applicant performance history must demonstrate outstanding customer service and troubleshooting skills, an ability to interact effectively with all levels of personnel, to work in a collaborative team environment, and professional responsibility. Excellent 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 remedies, are required. The candidate must be detail oriented and have strong analytical skills, able to identify issues, evaluate needs, and recommend, develop, and implement solutions. Additionally, this position requires the ability to lift items weighing up to 30 pounds and perform moderate physical effort including moving, connecting, or setting-up equipment.

## **COURT PREFERRED QUALIFICATIONS**

- Bachelor's Degree from an accredited college or university in a technical field.
- Certifications in AV systems.
- AV experience in federal or state courts, public agencies, law firms or other legal environments.

## **BENEFITS**

The Judiciary offers a comprehensive benefits package. Benefits include, in part, paid vacation and sick leave, paid holidays, life insurance, health benefits, retirement benefits such as a defined benefit pension plan (Federal Employees' Retirement System) and a defined contribution plan with employer match (Thrift Savings Plan). For more information about benefits offered to most federal employees, [click here](#) or go to: <https://www.uscourts.gov/careers/benefits>. In addition, the Court offers an employee recognition program, commuter benefit program, fitness center, professional development opportunities, and a flexible work schedule/telework.

## **OTHER INFORMATION**

- Applicants must be U.S. citizens or lawful permanent residents seeking U.S. citizenship.
- As condition of employment, the selected candidate must successfully complete a five-year background investigation, and every five years thereafter will be subject to a re-investigation.
- Federal court employees are appointed under the excepted service.
- Employees are required to use Electronic Funds Transfer (EFT) for payroll direct deposit.
- 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 U.S. Court of International Trade is an Equal Employment Opportunity Employer.

## **HOW TO APPLY**

- Consideration will only be given to those that apply through the Court's online application system by clicking [here](#) or at: <https://ww2.cit.uscourts.gov:8443/recruitment/>
- Upload a cover letter and resume detailing relevant experience and how qualifications for the position are met. Attachments must be in PDF format (unless otherwise specified) and not be password protected. Files are limited to a size of 5 MB.

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.