



**United States Bankruptcy Court
District of Arizona
230 North First Avenue, Suite 101
Phoenix, Arizona 85003-1706
(602) 682-4000**

Vacancy Announcement #18-04

Position: Courtroom Technology Specialist
Location: Phoenix Office
Position Type: Regular, Full-Time
Salary Range: CL 27 \$50,530 - \$82,184
*Depending Upon Qualifications and Experience
Opening Date: April 27, 2018
Closing Date: May 18, 2018

Introduction:

The U.S. Bankruptcy Court for the District of Arizona is currently recruiting for a Courtroom Technology Specialist in Phoenix. This position will report directly to the Director of Information Technology.

The Courtroom Technology Specialist will oversee technology used in the court and courtrooms and ensure reliable and effective operations. The incumbent troubleshoots both hardware and software systems, trains end users in the use of equipment and software, and develop, recommend, and implement new technologies to meet the needs of the court. The Courtroom Technology Specialist advises and makes recommendations to the Director of IT and court management on complex technology issues within the court.

Representative Duties Include:

- Oversee the day-to-day operation of applicable technology used in the court to ensure reliable and effective operation. Perform requisite programming to systems to accommodate local needs
- Troubleshoot devices at the hardware level, such as serial or hardware device level interfaces. Configure devices and systems for proper operation using available software and hardware and via remote support from vendors.
- Develop, recommend, and implement standard policies and procedures pertaining to the introduction and utilization of equipment for courtroom technology environments. Assist in the development and implementation of short and long range technological improvements, ensuring minimal disruption to courtroom activities.

- Advise the court in areas of technology support, requirements, and capabilities including anticipation of future requirements and resolution of potential problems prior to implementation.
- Monitor latest technology and recommend, develop, and install system upgrades or features which satisfy the court's needs. Make adaptations to national systems. Plan, acquire, and develop specific systems to meet specialized needs.
- Test and evaluate new technology prior to application in court environments.
- Develop and instruct on procedures for coordinating video and teleconferences for the court. Procedures may involve tasks such as scheduling, basic troubleshooting, setting up equipment, initiating calls, and monitoring equipment during conferences.
- Serve as an in-house trainer for non-technical staff on technology techniques, applications, and utilization. Develop procedural guidelines and training documentation, as needed for end users.
- Act as primary technical contact for contractors and other outside vendors when audio/video systems are being installed or are under repair.
- Provide technical guidance as to the procurement of A/V equipment and associated design and installation services including development of technical requirements; analysis of technical design and infrastructure requirements; development/analysis of equipment specifications; and evaluation/analysis of A/V vendor bids, quotes, and proposals
- Serve as the court's in-house A/V technical expert, and provide specialized A/V technical design services on an individual basis and in coordination and consultation with the IT staff and management, as well as contracted A/V designers/consultants and other outside entities.
- Maintain equipment inventories, warranties, maintenance agreements, repairs, and vendor contracts. Maintain a physical inventory of all audio/visual equipment
- Install, configure, test, troubleshoot, and update/upgrade digital audio court recording and IP-based streaming video.
- Perform specialized on-site hands-on repair, configuration, adjustment, and replacement of A/V components including creating and updating control software.

Minimum Qualifications:

To qualify at the CL 27 level, the applicant must have two years specialized experience, including at least one year equivalent to work at the next lower level (CL 25).

Specialized experience is progressively responsible experience that is in, or closely related to, the work of the position that has provided the necessary knowledge, skills and abilities to successfully perform the duties of the position. Progressively responsible experience includes knowledge of audio/visual systems, audio/video applications, terminology and audio/video maintenance and technical support. Some travel to satellite offices, heavy lifting and moving may be required.

Preferred Qualifications:

Preference may be given to applicants with the following knowledge, skills, and abilities:

- Thorough knowledge of audio/visual systems, audio/visual communication principles, video teleconferencing systems, A/V infrastructure and programming needs.
- Ability to interpret AV Flow line drawings, be able to conceptualize basic AV system design and AV system integration.
- Experience managing and configuring video/audio technologies such as but not limited to the following: Crestron, Biamp, Extron, Polycom and Pointmaker.
- Ability to forecast audio/visual needs and provide solutions to meet the needs of the court.
- Strong working knowledge of IP networking concepts including IP addressing, VLANs, data switch configuration, and basic troubleshooting.
- Ability to remain calm and professional in stressful situations, to take initiative and work without direct supervision and to communicate in a professional manner.
- Strong working knowledge of information technology equipment and software, including desktop computing hardware and software, basic Windows file server administration, Microsoft Active Directory; and experience with Microsoft Office products including Word, Excel, and PowerPoint.
- A bachelor's degree in Information Technology is preferred

Benefits:

Federal employees are entitled to standard federal benefits such as paid vacation and sick leave, medical insurance, life insurance, retirement, dental, vision and retirement benefits. Employees are also eligible for disability insurance, long-term care insurance, and a tax-deferred savings plan.

Applicant Information:

Applications will be screened for qualifications and the best qualified applicants will be invited for a personal interview. Participation in the interview process will be at the applicant's own expense and relocation expenses will not be provided.

Applicant must be a United States citizen or eligible to work in the United States. The United States Department of Homeland Security, U.S. Citizenship and Immigration Services (USCIS), mandates that all federal government agencies in the continental U.S. comply with the Immigration Reform and Control Act of 1986 (IRCA) which states that federal government agencies must hire only U.S. citizens and aliens who are authorized to work in the United States.

Employees of the United States Bankruptcy Court are "at-will" employees and are not covered by the Office of Personnel Management's civil service classifications or regulations.

Appointment is provisional and retention is contingent upon a favorable suitability determination of the background check and investigation.

This position is subject to mandatory electronic fund transfer (direct deposit) participation for net pay.

The court reserves the right to modify, withdraw or fill the position which may happen without prior notice. If a similar position becomes vacant within a reasonable time of the announcement, the hiring managers may select a candidate from the original applicant pool without posting the position.

*All promotions are based on successful performance and subject to approval by the Administrative Office of the U.S. Courts.

How to Apply:

Qualified applicants are invited to submit a cover letter detailing your relevant experience and a resume via email to: hr-18-04@azb.uscourts.gov by May 18, 2018 to receive first consideration.

**The United States Bankruptcy Court District of Arizona
is an Equal Opportunity Employer**