

# ■ CAREER OPPORTUNITY ■



## UNITED STATES DISTRICT COURT WESTERN DISTRICT OF MICHIGAN

**Announcement:** #21-04  
**Title:** COURTROOM TECHNOLOGY/AUDIO VISUAL SPECIALIST  
**Position Type:** Full-Time Regular  
**Location:** Grand Rapids, Michigan  
**Closing Date:** Position open until filled. *Priority consideration will be given to those applicants who apply by August 16, 2021*  
**Salary Range:** CL 27 (\$51,709 - \$84,059)\*

A great career opportunity is available with the U. S. District Court for the Western District of Michigan. Applications are being accepted for a full-time Courtroom Technology/Audio Visual Specialist position.

\*Starting salary commensurate with work experience, education (if applicable), and current or previous Federal court experience.

### POSITION OVERVIEW

The Courtroom Technology/Audio Visual Specialist performs complex system work related to the design, plan, set up, programming, and maintenance of the courtroom technology, video conferencing equipment, and all other sound system equipment. The Courtroom Technology/Audio Visual Specialist is responsible for developing technology standards, recommending system upgrades, and providing high-level and long-term analysis of the court's information technology systems. The Courtroom Technology/Audio Visual Specialist is a member of the Court's information technology team and participates in ongoing training and professional development. The position may require lifting and moving of moderately heavy items, such as computers and audio equipment. May be required to perform duties during non-business hours. Travel to divisional offices, as needed. Performs other duties as assigned.

## **JOB REQUIREMENTS**

- Self-motivated; possess strong interpersonal skills; ability to work well in a team environment, and willing to take on new duties with a positive and creative attitude.
- Strong customer service skills; the ability to work cooperatively with court customers, team members, and managers.
- Strong attention to detail and organization skills; ability to handle multiple priorities in a fast-paced environment, and successfully follow an assigned project to completion.
- Ability to communicate effectively, both orally and in writing.
- Experience training non-technical personnel.

## **QUALIFICATIONS**

Two years of specialized experience or a bachelor's degree from an accredited college or university and one of the following superior academic achievement requirements:

- An overall "B" grade point average equaling 2.90 or better of a possible 4.0;
- Standing in the upper third of the class;
- "3.5" average or better in the major field of study, such as business or public administration, human resources management, industrial relations, or psychology;
- Election to membership in Phi Beta Kappa, Sigma XI, or one of the National Honorary Scholastic Societies meeting the minimum requirements of the Association of College Honor Societies, other than Freshman Honor Societies; or
- Completion of one academic year (18 semester or 27 quarter hours) of graduate study in an accredited university in business or public administration, political science, criminal justice, law or, other field closely related to the subject matter of the position.

*Specialized experience is progressively responsible experience that is in, or closely related to, the work of the position that has provided the particular knowledge, skills, and abilities to successfully perform the duties of the position.*

## **PREFERRED QUALIFICATIONS**

- Bachelor's degree in audio visual technology, computer science or other field closely related to the subject matter of the position.
- Experience with various types of courtroom technology, including audio and video control systems and evidence presentation technology.
- Experience with video conferencing equipment.
- Experience working with Creston or AMX control systems.
- Demonstrated skill in project management.

## **BENEFITS**

Employees of the U.S. District Court have access to an excellent benefits package which includes the Federal Employees Retirement System (FERS), Thrift Savings Plan (like 401k), health, life, dental & vision insurance, long-term care insurance, flexible spending program, 11 paid holidays per year, and a leave accrual program. (**NOTE:** For FERS retirement, employees contribute to the Basic

Benefit Plan through payroll deductions and receive a benefit, which is calculated at retirement. Employees appointed on or after January 1, 2014 *automatically contribute 4.4%* of their base pay each paycheck to the Basic Benefit plan.) Additional information about federal judiciary employee benefits and compensation can be found at <http://www.uscourts.gov/Careers.aspx>.

## CONDITIONS OF EMPLOYMENT

Applicants must be U.S. citizens or eligible to work in the United States. Judiciary employees serve under excepted appointments. Judiciary employees are considered “at will” and are not covered by federal civil service classifications or regulations. The Court reserves the right to modify the conditions of this job announcement, to withdraw the announcement, or to fill the position sooner than the closing date without prior notice. Reimbursement of travel and/or relocation expenses is not authorized. This position is subject to mandatory Electronic Funds Transfer participation for payment of net pay. Appointment is provisional and contingent upon successful completion of an FBI background investigation. The U.S. Courts require employees to adhere to the [Code of Conduct for Judicial Employees](#).

## HOW TO APPLY

For consideration, qualified applicants must provide the following:

- 1) a cover letter that includes a sentence identifying the job source used to locate this announcement and a narrative statement (*not to exceed two pages*) that describes how previous experience has prepared them for this position and elaborates on any of the preferred qualifications they may have;
- 2) a detailed resume that includes certification(s) and credentials;
- 3) contact information for three professional references, and
- 4) a completed Application for Judicial Branch Federal Employment, AO78 form, available at <http://www.uscourts.gov/formsandfees/forms/AO078.pdf>.

**Incomplete applications will not be considered.** Please email all required documents in pdf format, preferably in one document, to [human\\_resources@miwd.uscourts.gov](mailto:human_resources@miwd.uscourts.gov). Position open until filled. Priority consideration will be given to those applicants who apply by August 16, 2021. **No phone calls please.**

THE U.S. DISTRICT COURT FOR THE WESTERN DISTRICT OF MICHIGAN IS AN EQUAL OPPORTUNITY EMPLOYER