CAREER OPPORTUNITY

UNITED STATES DISTRICT COURT
DISTRICT OF CONNECTICUT
VACANCY ANNOUNCEMENT - USDC-CT 13-04

POSITION: Temporary Audio Visual Assistant (1 year and 1 day)
SALARY RANGE: CL25 ($42,780 - $53,500)
DUTY STATION: New Haven

OPENING DATE: May 23, 2013
CLOSING DATE: May 30, 2013

The Clerk's Office for the United States District Court District of Connecticut is accepting applications for a temporary Audio Visual Assistant to work within the Information Technology Department in the New Haven courthouse. The Audio Visual Assistant uses his/her knowledge and skill to assist in the support of Court business.

Representative Duties:

- Respond to day-to-day support needs of courthouse audio/visual systems throughout the district, including installation, support, maintenance, troubleshooting, and repair. Repair on-site or coordinate repair of systems.
- Perform routine and scheduled maintenance and evaluation on audio/visual systems for quality control purposes. Assist in developing security mechanisms to protect hardware and software resources.
- Test systems and monitor user concerns from the audio/visual control center, including testing the equipment to ensure that all systems are operating correctly. Check calendar of events to verify that everything is in appropriate working condition for each site.
- Work in advance with courtroom deputy and courtroom scheduler to ensure any special equipment or connectivity preparations have been completed.
- Perform system upgrades and coordinate service with vendors or other in-house staff, ensuring changes can be implemented with minimal disruption at the court site.
- Receive calls, log, and operate an effective audio/visual help desk and route service calls accordingly if issues cannot be resolved via verbal consultation with the end user.
- Assist in managing and coordinating compatibility of systems, both software and hardware.
- Recommend the purchase of resources to support specific needs of the audio/visual systems and the court. Maintain inventory of courtroom technology audio/visual systems and components, according to internal control policies.
- Provide audio/visual systems training for court staff, other agencies, and the Bar. Assist in the development and maintenance of system documentation and user-friendly resources for system operation.
- Operate audio/visual equipment and assist with videoconferencing and teleconferencing, as required.
- Provide backup assistance to the Courtroom Technology Specialist and other information technology staff.
- Participate in local or national conferences and similar gatherings to continue professional development.
- Perform other related duties, as assigned.

Qualifications and Requirements:

Broad knowledge of the latest technology, hardware, and software, including practices and techniques, related to audio/visual systems, audio/visual distribution systems, evidence presentation systems, satellite broadcasts, sound systems, cable television, and closed circuit television systems. Knowledge of the capabilities, limitations, and functional applications of various audio and visual technologies. Skill in performing routine hardware maintenance. Skill in training court personnel in relevant systems. Ability to meet established deadlines and commitments. Ability to analyze help-desk calls and resolve applicable problems via telephone. Ability to perform software and hardware maintenance and troubleshooting.

Education:
High school graduation or equivalent is required. Education above high school level may be substituted for experience.

How to Apply: Submit resume with cover letter, salary history and proof of any certifications by email only to: Human Resources Department @ Email: HR_department@ctd.uscourts.gov

The Court will communicate only with those applicants who are selected for an interview. No phone calls please.

Benefits:

- A minimum of 10 paid holidays per year
- Paid annual leave in the amount of 13 days per year for the first three years, 20 days per year after three years, and 26 days per year after fifteen years
- Paid sick leave in the amount of 13 days per year
- Retirement benefits
- Optional participation in Thrift Savings Plan
- Optional participation in choice of Federal Employees' Health Benefits
- Optional participation in choice of Federal Employees' Group Life Insurance
- Optional participation in the Flexible Benefits Program
- Optional participation in the Commuter Benefit Program
- Optional participation in Long-Term Care Insurance
- Credit, time in-service, for prior government service for employees of other federal agencies, as well as time for those with prior military service, will be taken into consideration when computing leave accrual and retirement benefits.

Conditions of Employment:

- Applicants must be U.S. citizens or eligible to work in the United States.
- Successful candidate will undergo a full fingerprint and background records check. Any applicant selected for a position will be hired provisionally pending successful completion of the background investigation.
- Mandatory electronic direct deposit of salary payment.
- Employees are required to adhere to the Code of Conduct for Judicial Employees [available to applicants to view at the court website: www.ctd.uscourts.gov].
- Employees of the U.S. District Court are Excepted Service Appointments. Excepted service appointments are at will and can be terminated with or without cause by the court.

The United States District Court is an Equal Opportunity Employer.