



U.S. Bankruptcy Court, EDNY
Conrad B. Duberstein U.S. Courthouse
271-C Cadman Plaza East
Brooklyn, NY 11201

**U.S. Bankruptcy Court
Eastern District of New York
Office of the Clerk**
www.nyeb.uscourts.gov



U.S. Bankruptcy Court, EDNY
Alfonse M. D'Amato U.S. Courthouse
290 Federal Plaza
Central Islip, NY 11722

CAREER OPPORTUNITY # FY23/04

POSITION: Courtroom Technology Specialist/IT Technician

SALARY RANGE: CL 26 - CL27*
CL 26 (\$56,012 - \$91,101)
CL 27 (\$61,564 - \$100,056)
*Potential promotional opportunity without further competition

OPENING DATE: November 21, 2022

CLOSING DATE: Until filled

DUTY STATION: Brooklyn, New York, with travel to the Central Islip courthouse as necessary

Job Summary:

The Courtroom Technology Specialist/IT Technician is responsible for research, recommendations, maintenance, technical support and training on three categories of equipment, software, and systems: Audio/video systems and services, including courtroom sound, streaming audio and video, video/electronic evidence presentation equipment, projectors, and video conferencing equipment, Smart Phones and Tablets including hardware and software, wires and wireless synchronization, data management and conversion; and, mobile computing (laptops) and support for users performing remote access. Incumbent reports to the Systems Supervisor.

Representative Duties:

- Oversee the day-to-day operation of applicable technology used in the court (courtroom technology/audio/visual systems) 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. This may include controlled distribution systems and wireless systems. 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 new mobile technology and equipment for courtroom technology environments. Assist in the development and implementation of short and long range technological improvements, ensuring minimal disruption to courtroom activities.
- 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.

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- 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 local court needs. Make adaptations to national systems. Plan and acquire specific systems to meet specialized local needs. Develop software to meet local needs. Test and evaluate new technology prior to application in court environments.
- Serve as instructor for non-technical staff on technology techniques, applications, and utilization. Develop procedural guidelines and training documentation, as needed for end users.
- Provide technical support and assist in the maintenance of computer systems, mobile devices, including software and hardware additions, moves, and changes. Maintain version applicability and local functionality of user applications, such as: Adobe, MS Windows, MS Office, MS Outlook, and IBM Notes.
- Monitor new developments in computer hardware, software, and data communications capabilities and advises court managers and other technical experts within the court system of available options and their potential applications to court needs.
- Assists in the maintenance of an inventory of hardware and software, ensuring only licensed copies of software are in use and that all production equipment is in good working order.
- Develop and maintain local court technical and user documentation for all assigned systems. Develop, document, follow and maintain standard operating procedures.
- Maintain, install, and update personal computer workstations, including new product evaluation and software compatibility analysis.
- Coordinates video and teleconferences for the court. This may involve scheduling, troubleshooting, setting up equipment, initiating calls and staying on hand to monitor equipment.
- Responsible for installation, configuration, maintenance, support and inventory of all courtroom technology systems, hardware and equipment.
- Perform other duties as assigned.

General Experience

Progressively responsible experience that provides evidence that the applicant has (1) a good understanding of the methods and administrative machinery for accomplishing the work of an organization; (2) the ability to analyze problems and assess the practical implications of alternate solutions; (3) the ability to communicate with others, orally and in writing; and (4) the capacity to employ the knowledge, skills and abilities in the resolution of problems.

Specialized Experience

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.

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Education

Completion of a Bachelor's degree in Computer Science, Mathematics, or other field closely related to the subject matter of the position.

Court Preferred Skills

The candidate should be a self-starter, motivated, organized and detail oriented. Excellent written and verbal communication skills with the ability to translate highly technical terms into easily understood terms for non-technical people is essential. The ability to work independently and with a team is also essential.

Personnel Security Clearance

This position is classified as a sensitive position, therefore, the successful applicant will be required to submit to a background clearance, which will include a criminal history and fingerprint check.

Excepted Appointments

The United States Bankruptcy Court is part of the Judicial Branch of the U.S. Government. All applicants must be U.S. citizens or permanently eligible to work in the United States. The Federal Financial Management Reform Act requires direct deposit of federal wages. All court employees are required to adhere to a Code of Conduct. Judiciary employees serve under excepted appointments (not civil service) and are *at will* employees.

COVID-19 Policy:

The U.S. Bankruptcy Court for the Eastern District of New York currently has a COVID-19 vaccination policy in effect. All new employees must be fully vaccinated for COVID-19 and, prior to the starting with the Clerk's Office, present proof of vaccination or submit a request in writing for an exemption to this requirement on the basis of a sincerely held religious belief or medical condition.

Benefits:

The United States Bankruptcy Court offers an excellent working environment. Court employees are covered by the Court Personnel System and are entitled to benefits listed on the United States Courts website at <https://www.uscourts.gov/careers/benefits> which include:

11 Paid Federal Holidays

13 Annual Leave Days (per year for the first three years)

20 Annual Leave Days (after three years)

26 Annual Leave Days (after fifteen years)

13 Sick Leave Days

Federal Employees Health Benefit Plan

Flexible Spending Accounts:

HealthCare Reimbursement Account

Dependent Care Reimbursement Account

Thrift Savings Plan

Federal Employees Group Life Insurance

Long-Term Care Insurance

Federal Employees Dental/Vision Plans

Federal Employees Retirement System

Fitness Center Membership (fee required)

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Application Process

Qualified applicants should submit the following:

1. cover letter referencing Career Opportunity FY23-04 and specifying qualifications in relation to the position, list of professional references (at least three);
2. a detailed résumé; and ,
3. an Application for Judicial Branch Federal Employment (AO-78), which can be found at https://www.nyeb.uscourts.gov/sites/nyeb/files/AO_078.pdf.

All documents should be emailed as one PDF format to NYEB_HR@nyeb.uscourts.gov.

Incomplete applications will not be considered.

Only applicants selected for an interview will be contacted. Phone calls will not be accepted. The Court reserves the right to modify, withdraw, or fill the Career Opportunity at any time, any of which may occur without prior written or other notice.

Diversity is important to the Judiciary. It is an essential component of services that the Judiciary is charged with providing to maintain justice, equality, fairness, respect, and dignity in society. To fulfill its duties, the Judiciary must include all members of society - not just regardless, but also inclusive of race, gender, disability, and the many other variables that make up the citizens of our nation. The Judiciary has a duty to promote a fair, just, and sustainable model of inclusive democracy and social justice that surpasses any governmental entity in the history of this nation or of any other nation.

The U.S. Bankruptcy Court is an Equal Opportunity Employer



TOTAL COMPENSATION STATEMENT

* SAMPLE FOR ILLUSTRATION PURPOSES ONLY *

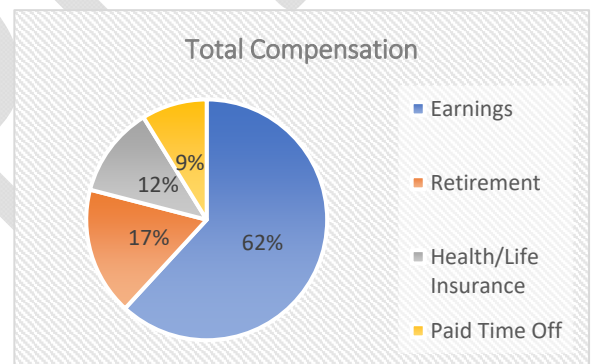
POSITION: Courtroom Technology Specialist, Full-time
LOCATION: Brooklyn, NY
STARTING: CL 26/Step 25
SALARY: \$70,048 per Annum

The Federal Judiciary provides a generous benefit package which, in addition to salary, is an important component of total compensation. This total compensation statement illustrates the value of the Federal Judiciary benefits. **Please be advised that the information is tailored to this position as above, however some of the individual benefit values may vary based on your benefit choices. In addition, benefit eligibility may vary by appointment type and length.**

EARNINGS

\$70,048.00

Retirement Benefits	\$19,473.34
Health/Life Insurance	\$13,780.87
Paid Time Off	\$9,968.37



TOTAL EMPLOYER CONTRIBUTIONS \$43,222.59

Employer contributions represent 38.16 % of total compensation

TOTAL COMPENSATION

\$113,270.59

EMPLOYER CONTRIBUTIONS

Retirement Benefits

- | | |
|--|---|
| ❖ Retirement - Basic Benefit (FERS) | 16.6 – 18.4% of basic pay for FY22, varies by type of FERS employee (FERS, FERS RAE or FERS FRAE) |
| ❖ Thrift Savings Plan - Automatic Contribution | 1% of Basic Pay for FERS employees |
| ❖ Thrift Savings Plan - Employee Matching | Up to an additional 4% of Basic Pay
<i>Judiciary matches dollar for dollar for the first 3%, then 50 cents for every dollar contributed after that, up to 5%</i> |
| ❖ Social Security | 6.2% of earnings up to SS Wage Base |

Health /Life Insurance

- | | |
|---------------------------------------|---------------------------------------|
| ❖ Health Insurance – FEHB | Approximately 72% of FEHB Premium |
| ❖ Life Insurance - FEGLI BASIC option | \$.075 per every \$1,000 of insurance |

Paid Time Off

- | | |
|-----------------|---|
| ❖ Sick Leave | 4 hours per pay period = 104 hours per year |
| ❖ Annual Leave | 4 – 8 hours per pay period based on length of service
<i>0 – 3 years = 104 hours/year</i>
<i>3 – 15 years = 160 hours/year</i>
<i>15+ years = 208 hours/year</i> |
| ❖ Paid Holidays | 11 federal holidays |

ADDITIONAL BENEFITS

- ❖ Dental Insurance, *premiums paid on a pre-tax basis*
- ❖ Vision Insurance, *premiums paid on a pre-tax basis*
- ❖ Flexible Spending Accounts, *contributions paid on a pre-tax basis*
- ❖ Workplace flexibilities, *flexible work schedules*
- ❖ Paid Parental Leave, *12 weeks*
- ❖ Long-term Care Insurance
- ❖ Employee Recognition Program
- ❖ Professional Education and Training
- ❖ Benefit and Retirement counseling and training
- ❖ Employee Assistance Program (EAP)

Please Note: benefits availability is based on eligibility.