



U.S. Bankruptcy Court, EDNY  
Conrad B. Duberstein Courthouse  
271-C Cadman Plaza East, Suite 1595  
Brooklyn, NY 11201-1800

## U.S. Bankruptcy Court Eastern District of New York Office of the Clerk

[www.nyeb.uscourts.gov](http://www.nyeb.uscourts.gov)

### Career Opportunity FY19/04



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

# CAREER OPPORTUNITY

**POSITION:** Courtroom Technology Specialist/IT Technician

**DATE:** March 8, 2019

**SALARY:** CL26 - CL27\*  
CL26 (\$51,035 - \$82,984)  
CL27 (\$56,063-\$91,183)  
\*Potential promotional opportunity without further competition

**CLOSING:** Until Filled

**DUTY STATION:** Central Islip, New York, travel to Brooklyn office as required.

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### 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 Manager.

### 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.
- Advise the court in areas of technology support, requirements, and capabilities including anticipation of future requirements and resolution of potential problems prior to implementation.

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- 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. Maintains version applicability and local functionality of user applications, such as: MS Windows, MS Office, MS Outlook, Adobe, 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.

## **Education**

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

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## **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.

## **Excepted Appointments**

Employees under “Excepted Appointments” and are considered “at will” employees. Position is subject to the mandatory electronic fund transfer (EFT) participation for payment of net pay (i.e., Direct Deposit).

## **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.

## **Application Process**

To be considered, applicants must submit a cover letter, résumé, and Application for Judicial Employment (AO78). The application can be found on the court’s Internet at <http://www.nyeb.uscourts.gov/> under *Employment, Working For the Federal Judiciary*. The cover letter should address how you satisfy the qualifications of the position. Applicants who fail to submit a complete application package will not be considered.

All applications should be directed via email in PDF format to: [resumes@nyeb.uscourts.gov](mailto:resumes@nyeb.uscourts.gov). Only applications submitted via email will be accepted. Please include the title of the position and vacancy announcement #FY19-04 in the subject line. 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 vacancy announcement at any time, any of which may occur without prior written or other notice.

**Applicant must be a U.S. citizen or eligible to work in the Federal U.S. Court System**  
**Equal Opportunity Employer**