



**UNITED STATES DISTRICT COURT  
EASTERN DISTRICT OF LOUISIANA  
OFFICE OF THE CLERK**

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CAROL L. MICHEL  
CLERK OF COURT

BRANDON C. BRISCOE  
CHIEF DEPUTY

LILIAN V. PASCONE  
CHIEF DEPUTY

**NOTICE OF POSITION VACANCY**

**POSITION TITLE:** COURTROOM TECHNOLOGY SPECIALIST  
**POSITION LOCATION:** NEW ORLEANS, LOUISIANA  
**VACANCY ANNOUNCEMENT #:** 24-DSC-13  
**OPENING DATE:** THURSDAY, MAY 9, 2024  
**CLOSING DATE:** APPLICATIONS RECEIVED BY CLOSE OF BUSINESS ON **FRIDAY, MAY 31, 2024**, WILL BE CONSIDERED FOR FIRST REVIEW OR UNTIL FILLED. (MORE THAN ONE POSITION MAY BE FILLED FROM THIS VACANCY ANNOUNCEMENT)  
**JOB CLASSIFICATION/GRADE:** CL-27/28  
**SALARY RANGE:** **\$58,030.00 - \$113,078.00** (BASED ON QUALIFICATIONS AND EXPERIENCE)  
IF HIRED AT CL-27, PROMOTION TO THE NEXT GRADE EXISTS WITHOUT FURTHER COMPETITION, BASED ON PERFORMANCE, AND AT THE DISCRETION OF THE COURT UNIT EXECUTIVE.

**POSITION OVERVIEW**

The United States District Court for the Eastern District of Louisiana is seeking qualified applicants for the position of Courtroom Technology Specialist. The Courtroom Technology Specialist is responsible for complex system work related to the planning, procurement, integration, programming, and maintenance of courtroom technology evidence presentation systems in over 20 courtrooms. This position provides hands-on technical support for the court's A/V technology, video/electronic evidence presentation systems, digital recording, audio/video conferencing, streaming, telephony systems, sound systems, and video/multi-media production. The incumbent provides communications and training to all judges and court staff related to these systems. The Courtroom Technology Specialist reports to the IT/Systems Manager and provides direct technical recommendations to court management. When not performing audio/visual duties for the court, the position may provide IT technical support for other court hardware and applications.

**REPRESENTATIVE DUTIES:**

- Oversee the day-to-day operation of the court's courtroom audiovisual systems, video conferencing, digital recording, courtroom sound systems, related cabling and distribution systems, virtual conferencing, and all other audiovisual systems in the court. Work closely with the IT/Systems Manager, IT Staff, and other stakeholders to assist in the installation, configuration, and deployment of a wide array of equipment, software, and hosting systems. May perform requisite programming to systems to accommodate local needs.
- Respond promptly and professionally to judges and court staff A/V support needs, inquiries, and requests, occasionally outside of normal business hours. Provide immediate assistance with use of audio and visual systems during court proceedings.
- 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.
- 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.

- 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.
- 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 instructor for non-technical staff on audiovisual technology and telephony systems, applications, and utilization. Develop procedural guidelines and training documentation, for end users. Assist attorneys with the use of the courtroom evidence presentation systems as needed.
- Perform other technology duties, including technical support for national judiciary applications, MS Office365 and Adobe Acrobat Pro applications, workstation and peripherals and mobile devices.
- Perform other related duties as required.

### **MINIMUM EXPERIENCE AND EDUCATION QUALIFICATIONS (CL-27):**

Applicants must be a high school graduate or equivalent with a minimum of three years of general experience and two years of specialized experience;

*or*

Completion of the requirements for 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 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 or 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.

### **MINIMUM EXPERIENCE AND EDUCATION QUALIFICATIONS (CL-28):**

Applicants must be a high school graduate or equivalent with a minimum of three years of general experience and two years of specialized experience;

*or*

Completion of a master's degree or two years of graduate study (27 semester or 54 quarter hours) in an accredited university in business or public administration, political science, criminal justice, law, or other fields closely related to the subject matter of the position.

**General Experience** is progressively responsible experience that provides evidence that the applicant has:

- (a) a good understanding of the methods and administrative machinery for accomplishing the work of an organization;
- (b) the ability to analyze problems and assess the practical implications of alternate solutions;
- (c) the ability to communicate with others, orally and in writing; and
- (d) the capacity to employ the knowledge, skills, and abilities in the resolution of problems.

**Specialized Experience** is progressively responsible experience designing, implementing or maintaining computer systems that included completing computer project assignments involving systems analysis, computer programming, systems integration, and information technology project management.

## **PREFERRED QUALIFICATIONS:**

- Bachelor's degree in electrical engineering, computer science or related discipline.
- Specialized experience related to the technical aspects of networked audiovisual systems, the integration of systems into existing data networks, including concepts and methodology.
- Expert knowledge of technical diagrams, schematics, and architectural drawings.
- Experience with design, installation, configuration, and maintenance of integrated audiovisual systems.
- Demonstrated commitment to performing excellent customer service.
- Hands-on experience with Crestron, BiAmp, AMX, and Cisco network switches. Controls programming ability is a plus.
- Experience supporting Zoom, Teams, and WebEx video service.
- Experience with Cisco IP phones.
- Experience working with technical team members, collaboratively, supporting professional staff in a fast-paced team-oriented environment.
- Courtroom installation experience or federal court experience is a plus.
- Ability to lift 50+ pounds.

## **BENEFITS:**

Employees of the United States District Court are at-will employees, are not subject to regulations of the Civil Service Commission, and do not qualify for Merit System Board protections. However, under the Judicial System they are entitled to the same benefits as other federal government employees. Some of the [benefits](#) are:

- During the first three years of full-time employment, employees receive 13 days of paid vacation. Thereafter, between 20-26 days of paid vacation depending upon the length of federal service.
- Employees receive 13 days of paid sick leave (unlimited accumulation) and eleven (11) paid federal holidays a year.
- Subsidized medical coverage with pre-tax employee premiums and flexible benefits program for health care, dependent care and commuter/parking expenses.
- Eligibility for Group Life Insurance, Long Term Disability, and Long-term Care coverage.
- Mandatory participation in the Federal Employees Retirement System with employer matching contributions.
- Employees are required to use Electronic Fund Transfer (EFT) for payroll direct deposit.
- Promotions are at the discretion of the court based upon job classification, experience and performance.
- When computing employee leave and retirement benefits, time in service with other federal agencies, as well as time for prior military service, is taken into consideration.

*\*\*\*\*\*Eligibility for benefits varies with part-time and/or temporary appointments\*\*\*\*\**

## **ADDITIONAL INFORMATION:**

The Office of the Clerk provides clerical support and record keeping services to the U.S. District Court for the Eastern District of Louisiana. The Clerk's Office provides both short- and long- range opportunities for those interested in a service career with the United States Courts.

New Selectees are subject to background check or investigation and subsequent favorable suitability determination, and selectees to high-sensitive positions are subject to updated background investigations every five years.

## **HOW TO APPLY:**

Applicants must be citizens of the United States or be authorized to work in the United States. (See [Citizenship Requirements](#)).

- A letter of interest (cover letter)
- A current/detailed resume
- A completed [AO 078 Federal Judicial Branch Application For Employment](#)
- Two professional references

Please reference the vacancy announcement number in your letter of interest. Applications will not be considered complete until all items listed above have been received by Human Resources.

**All application material must be submitted ELECTRONICALLY, no exceptions, to:**  
[HRAdmin@laed.uscourts.gov](mailto:HRAdmin@laed.uscourts.gov)

**DISCLOSURES:**

Due to the volume of applications received, only those interviewed will be notified of the selection outcome. The United States District Court reserves the right to modify the conditions of this vacancy announcement, and/or fill multiple positions from this vacancy announcement, to withdraw the announcement, or to fill the position sooner than the closing date without prior written notice. The United States District Court requires employees to adhere to a [Code of Conduct for Judicial Employees](#). The Court will not reimburse candidates for travel in connection with the interview or pay for any relocation expenses. We appreciate your interest in employment with our district.

***The United States District Court for the Eastern District of Louisiana is an Equal Opportunity Employer.***