UNITED STATES DISTRICT COURT
EASTERN DISTRICT OF LOUISIANA
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CHIEF DEPUTY

NOTICE OF POSITION VACANCY

POSITION TITLE: **COURTROOM INFORMATION TECHNOLOGY SPECIALIST**

POSITION LOCATION: NEW ORLEANS, LOUISIANA

VACANCY ANNOUNCEMENT #: 26-DSC-14

OPENING DATE: **MONDAY, OCTOBER 19, 2026**

CLOSING DATE: APPLICATIONS RECEIVED BY CLOSE OF BUSINESS **FRIDAY, NOVEMBER 13, 2026,** 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

SALARY RANGE: $59,732 - $97,098 (DEPENDING ON QUALIFICATIONS AND EXPERIENCE)

POSITION OVERVIEW

The United States District Court for the Eastern District of Louisiana is seeking qualified applicants for the position of **Courtroom Information Technology Specialist**. The Courtroom Information Technology Specialist is responsible for systems support and maintenance of courtroom technology evidence presentation systems in over 25 courtrooms. This position provides hands-on technical support for the court's audio/visual technology, video/electronic evidence presentation systems, digital recording, audio and video conferencing, streaming, sound systems, and video/multi-media production. The incumbent provides communications and training to all judges, court staff, and attorneys related to these systems. The Courtroom Information 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:

- Work closely with the IT/Systems Manager, IT Staff, and other stakeholders to assist in the planning, acquisition, installation, configuration, and deployment of a wide array of equipment, software, and hosting systems. Document hardware and software configurations.
- Support the day-to-day operation of applicable technology used in the courtrooms to ensure reliable and effective operation. Troubleshoot devices at the hardware level, such as device level interfaces, connections, and cabling. This may include controlled distribution systems and wireless systems.
- Respond promptly and professionally to judges and court staff IT support needs, inquiries, and requests, sometimes outside of normal business hours.
- Plan, communicate and execute short and long-range technological improvements in a timely and effective manner, ensuring changes can be implemented with minimal disruption to the court.
- Advise the court in areas of technology support, requirements, and capabilities including anticipation of future requirements and resolution of potential problems prior to implementation.
- Provide training for the courtroom and other technologies used by the court. Develop and instruct in procedures for video conferencing, teleconferencing, and fax by email.

- Assist with planning and deployment of computer hardware platforms, software and peripherals which enhance organizational efficiency and capabilities.
- Provide information and assistance to users on court applications including Microsoft Office365, Teams, and Adobe Acrobat Pro, internet browsers, and digital recording software.
- Assist with the setup, management and support of Cisco IP desk phones.
- Serve as liaison with other federal agencies such as the U.S. Attorney's Office, Federal Public Defender's Office, and ensure offices receive adequate notice of available court technology. Serve as training coordinator for bar groups using court technology.
- Respond to help desk calls and e-mails, log computer hardware and software problems, and assist with routine and complex problems.
- Responsible for maintaining the inventory of IT equipment in storage, working with appropriate custodial staff with the local inventory controls. Maintain the status of spare parts and other supplies and equipment that may need replenishing.
- Perform other related duties as required.

MINIMUM EXPERIENCE AND EDUCATION QUALIFICATIONS:

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.

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

a. a good understanding of the methods 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 effectively 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 implementing or maintaining computer systems that included completing computer project assignments involving systems analysis, systems integration, and information technology project management.

PREFERRED QUALIFICATIONS:

- Bachelor's degree in electrical engineering, computer science or related discipline.
- Experience related to the technical aspects of networked audiovisual systems, the integration of systems into existing data networks, including concepts and methodology.
- Experience in installation, configuration, and maintenance of integrated audiovisual systems.
- Hands-on experience with configuring, imaging, and installing various computer workstations and peripherals;
- Demonstrated commitment to excellent customer service.
- Experience supporting Zoom, Teams, and WebEx video service.
- Experience with Cisco IP phones.
- Hands-on experience with Microsoft Office365, Teams, and Adobe Acrobat Pro applications.
- Demonstrated commitment to performing functional and IT security testing of systems and application and IT security updates prior to production roll out.

- Experience working with technical team members collaboratively and supporting professional staff in a fast-paced team-oriented environment.
- Ability to lift 40+ 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:

- Eleven (11) paid federal holidays
- Paid annual leave (part-time pro-rated based on hours worked)
- Paid sick leave (part-time pro-rated based on hours worked)
- Medical coverage with pre-tax employee premiums (part-time pro-rated based on hours worked)
- Flexible benefits program for health care, dependent care and commuter/parking expenses
- Eligibility for Group Life Insurance and Long-Term Disability coverage
- Mandatory participation in the Federal Employees Retirement System (FERS)
- Time in service with other federal agencies, as well as time for prior military service, is taken into consideration when computing leave accrual and retirement benefits.

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

HOW TO APPLY:

Applicants must be citizens of the United States or be authorized to work in the United States (see Citizenship Requirements).

Interested candidates should submit **one PDF document** that contains:

- A completed AO-078 Federal Judicial Branch Application for Employment
- A letter of interest (cover letter)
- A current/detailed resume
- A list of two (2) 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 materials must be submitted **ELECTRONICALLY**.

Please email your complete applicant's packet to: HRAdmin@laed.uscourts.gov

DISCLOSURES:

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 Judiciary Employees. Applicants who are interviewed and employees are subject to the court's Employment Dispute Resolution (EDR) Plan. 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. The Court will not reimburse candidates for travel in connection with the interview or pay for any relocation expenses. Only those interviewed will be notified of the selection outcome. 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