



# UNITED STATES DISTRICT COURT

## CENTRAL DISTRICT OF ILLINOIS

### CAREER OPPORTUNITY IN THE FEDERAL JUDICIARY

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**Opens: Sunday, Aug. 30, 2015**

**Closes: Thursday, Sept. 10, 2015**

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<b>Announcement Number:</b>	<b>2015-01</b>
<b>Position Title:</b>	<b>Courtroom Technology Specialist</b>
<b>Position Type:</b>	<b>Full-time Permanent</b>
<b>Position Location:</b>	<b>Urbana, IL</b>
<b>Starting Date:</b>	<b>To be determined</b>
<b>Classification Level:</b>	<b>CL 26 - CL 28 (\$42,644 - \$91,275) annual salary)</b>

*Starting salary will depend upon the education, background, and prior work experience of the applicant.*

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#### Introduction

Come join an exciting team of professionals. The United States District Court for the Central District of Illinois is accepting applications for the position of Courtroom Technology Specialist, reporting directly to the Information Services Director. We are seeking a highly motivated energetic, individual to join our team. This position is perfect for a professional looking to grow with a great organization.

We are a federal trial court encompassing forty-six counties in the heart of Illinois, with courthouses in Peoria, Urbana, Springfield and Rock Island. This position is located in the district office in Urbana, IL. Come discover a rewarding career.

#### Representative Duties

- Oversee the day-to-day operation of applicable technology used in the court 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.
- Advise the court in areas of technology support, requirements, and capabilities including anticipation of future requirements and resolution of potential problems prior to implementation.
- Test and evaluate technology prior to application in court environments.
- Monitor latest technology and recommend, develop, and install system upgrades or features which satisfy local court needs. Plan and acquire specific systems to meet specialized local needs.
- Serve as liaison with other federal agencies and ensure offices receive adequate notice of available courtroom technology. Serve as training coordinator for groups using courtroom technology.
- Serve as an instructor for non-technical staff on technology techniques, applications, and utilization. Develop procedural guidelines and training documentation, as needed for end users.
- Act as the primary technical contact for contractors and other outside vendors when audio/video systems are being installed or are under repair.

## Qualifications

Required qualifications include:

- High school graduation, or equivalent.
- One year of specialized experience in work directly related to the required and preferred qualifications. Two or more years of experience to qualify at a higher grade level.
- Working knowledge of basic networking technologies.
- Must be able to travel to divisional offices within the district and stay overnight when required.
- Must have reliable transportation for travel when court owned vehicles are not available.
- Must be able to work during non-business hours to complete urgent projects or prevent disruption to court proceedings.
- Must be able to lift equipment commensurate with the job requirements

Preferred qualifications include:

- Bachelor's degree in a technical field such as computer science or engineering.
- Current or previous experience with courtroom technology, including video conferencing hardware and software.
- Experience in matrix video switching, scaling, scan conversion, and signal distribution.
- Experience with video conferencing hardware and software (i.e. Cisco, Tandberg)
- Recent experience programming with AMX NetLinx Studio, Crestron System Builder, Extron, etc.
- Experience configuring and managing audio/video equipment via IP addressing.
- Experience installing and replacing equipment manufactured by Extron, Lectrosonics, Sennheiser, or AMX (excluding home television or audio systems).

## Benefits

The United States District Court for the Central District of Illinois offers a pleasant, professional, and dynamic working environment. Court employees serve under Excepted Appointments and are not subject to the employment regulations of competitive civil service. Benefits include participation in the Federal Employees' Retirement System, health insurance, life insurance, dental and vision

insurance, Flexible Benefit Program, Long Term Disability Insurance, Thrift Savings Plan, vacation, sick leave, and ten paid holidays per year.

## Conditions of Employment

All application information is subject to verification. Appointment to this position is provisional, contingent upon a background check. Retention depends on a favorable suitability determination after the background investigation. Judiciary employees are required to adhere to the Code of Conduct for Judicial Employees. All applicants must be U.S. citizens or be eligible to work in the United States.

All appointments are subject to mandatory direct deposit of payroll checks.

## How to Apply

Qualified candidates are invited to submit a cover letter, comprehensive resume of education and employment, and an Application for Judicial Branch Employment (AO 78) available on-line at [www.ilcd.uscourts.gov/Employment](http://www.ilcd.uscourts.gov/Employment). All materials should be sent in an envelope marked "Confidential" to:

Jo Ellen Rankin  
Human Resources Specialist  
U.S. District Court  
Attn: Courtroom Technology Specialist  
210 U.S. Courthouse  
600 E. Monroe Street  
Springfield, IL 62701

The completed application packet must be received by the close of business on Thursday, September 10, 2015.

The U.S. District Court reserves the right to modify the conditions of this job announcement, to withdraw the job announcement, and/or to fill the position earlier than the closing date. Any such actions may occur without prior written notice. Participation in the interview process will be at the applicant's own expense. The court will not pay for relocation expenses. Only those applicants selected for an interview will be contacted. More than one position may be filled from this vacancy announcement.

**THE U. S. DISTRICT COURT IS AN EQUAL OPPORTUNITY EMPLOYER**