



# United States Court of Federal Claims

717 Madison Place NW  
Washington, DC 20005

## POSITION VACANCY

<b>Announcement Number:</b>	<b>CFC-2021-01-IT</b>
<b>Position Title:</b>	<b>Courtroom Technology Coordinator</b>
<b>Open Date:</b>	<b>February 9, 2021</b>
<b>Close Date:</b>	<b>Open Until Filled</b>
<b>Type of Appointment / Position:</b>	<b>Permanent / High Sensitive</b>
<b>Grade / Salary Range:</b>	<b>CL-28 (\$69,769 - \$113,362)</b>
<b>Duty Location:</b>	<b>Washington, DC</b> (conveniently located across from the White House and Lafayette Park, one block from McPherson Square Metro)
<b>Who May Apply:</b>	<b>U.S. Citizens (or persons eligible to work in the United States)</b>

### **Position Overview and Representative Duties:**

The Courtroom Technology Coordinator works in the court's Office of Information Technology located in the National Courts Building, 717 Madison Place, NW, Washington, D.C. The incumbent is responsible for Design, Installation, and maintenance of all courtroom technology systems used at the court, and other duties as assigned. This is a professional and highly visible position that will provide support to approximately 150 end users in two locations within the DC metro area. This position will report to the Director of the Office of Information Technology.

No relocation expenses will be paid.

### **General Experience:**

The candidate must have a depth of audio/video experience, preferably in a courtroom environment, and a performance history that demonstrates outstanding customer service and troubleshooting skills. The candidate will be responsible for the installation, configuration and support of audio and video hardware and systems, computer hardware and software, as well as specialized court-related hardware and software. The candidate will be the inhouse expert regarding the support of various web conferencing tools such as WebEx, Zoom, MS Teams, Cisco CMS, and other web conferencing systems. The ideal candidate will have appropriate tact to interact directly with the court's judges and special masters, their chambers personnel, and court staff to support their technical needs within the court or at remote worksites. The candidate should have an innate sense of follow-through, team spirit, and professional responsibility for the quality of one's work.

IT experience in federal courts, law firms, or other legal environments is highly desirable, as is training in or a working knowledge of the following systems: AMX control systems; Cisco video conferencing codecs; Biamp Audia and Tesira mixers, microphones, amplifiers, Barix streamers, Kramer, Extron, and AMX SVSI video switching and scaling products; FTR Gold and other digital recording equipment; Vaddio and other video cameras. Touch screen LCD monitors; Extron and Pointmaker annotation; Wolfvision document cameras, Epiphan and Matrox video recording equipment.

In addition to the audio/video systems mentioned above the ideal candidate will also have experience with the use and basic support of PC computer systems, Microsoft Windows, and other common COTS products such as Microsoft Office and Adobe Acrobat.

The successful candidate must be a self-starter as well as detail-oriented, must be highly organized and tactful, possess good judgment, poise and initiative, and maintain a professional appearance and demeanor at all times; must have strong prioritizing and problem-solving skills, solid communication skills (both written and oral) and the ability to communicate effectively with persons within the court as well as with persons outside the court; must demonstrate the ability to work harmoniously with others in a team environment and exhibit a professional manner at all times.

### **Qualifications:**

To qualify at the CL 28 level: One year of specialized experience equivalent to work at CL-27.

**Preferred Qualifications:** The Court requires the candidate to have a bachelor's degree in Computer Science or a related field. Five (5) years of specialized experience which demonstrates working knowledge, skills, and abilities to successfully perform the duties of the Information Technology Specialist may be substituted for the degree requirement. Applicants with court experience are strongly preferred.

### **Benefits:**

10 holidays; 13-26 days annual leave (increases with service); 13 days sick leave; Federal Employees Retirement System; Thrift Savings Plan; Commuter Benefit Program/Metro Checks; Flexible Spending Accounts; Credit Union membership; Insurance available for health, dental, vision, life, and long-term care.

### **How to Apply:**

To apply for this position, you must combine ALL documents listed below into a single PDF file and email to [uscfcjobs@cfc.uscourts.gov](mailto:uscfcjobs@cfc.uscourts.gov). Zip files and faxes will not be accepted. Please include the Title and Job Announcement Number in the subject line.

- **Cover Letter** (include the Announcement Number and the position title and address your qualifications relating to the duties and responsibilities of this position);
- **Résumé;**
- **Form AO78 Federal Judiciary Application Form** which can be found at: [www.uscourts.gov/uscourts/FormsAndFees/Forms/AO078.pdf](http://www.uscourts.gov/uscourts/FormsAndFees/Forms/AO078.pdf);
- **Three (3) business/professional references** with name, affiliation, and contact information;
- **Salary History** for prior three (3) years;
- If a current Federal Civilian Employee, your **latest Personnel Evaluation** and your **latest SF-50**; and,
- If a current or recently discharged or retired military member, your **latest Officer Evaluation Report (OER), Enlisted Evaluation Report (EER) or equivalent, and a copy of your DD Form 214.**

### **What to Expect Next**

- The court will conduct an evaluation of each applicant's qualifications and materials after receipt of a complete application package.
- Applicants selected for an interview will be contacted. Interviews may commence immediately.
- The court reserves the right to modify the conditions of this job announcement, to withdraw the job announcement, and/or to commence interviews immediately, any of which actions may occur without prior written or other notice.
- This is an "Excepted Appointment" and an "At Will" position. Federal Government Civil Service classifications or regulations do not apply.

- All appointments are subject to a full background check including an FBI Fingerprint Background Check, as well as periodic reinvestigation.
- If offered employment, such employment will be provisional pending the satisfactory completion of a mandatory Fingerprint and Background Investigation. The provisional nature of your employment, however, will not affect your start date, salary, or other benefits.
- No phone calls please. Only those candidates selected for an interview will be contacted.
- The United States Court of Federal Claims is an Equal Opportunity Employer.