

CAREER OPPORTUNITY

UNITED STATES DISTRICT COURT SOUTHERN DISTRICT OF ILLINOIS



POSITION: Audio/Visual Specialist
VACANCY NUMBER: 2015-03
LOCATION: East St. Louis, Illinois
SALARY RANGE: CL 27 to CL 28 (\$46,835 to \$91,275) depending on qualifications**
DATE POSTED: February 10, 2015
CLOSING DATE: March 3, 2015, at 4:00 p.m.

** Position is promotion eligible without further competition

POSITION SUMMARY

The United States District Court for the Southern District of Illinois is seeking a full time permanent Audio/Visual Specialist. The Audio/Visual Specialist performs complex system work related to the design, plan, set up, programming, and maintenance of the courtroom technology, video conferencing equipment, and all other sound system equipment. The Audio/Visual Specialist is responsible for developing technology standards, recommending system upgrades, and providing high-level and long-term analysis of the court's information technology systems.

SUMMARY OF REPRESENTATIVE DUTIES AND RESPONSIBILITIES

Coordinates electronic courtroom resources and manages courtroom technology projects for multiple courtrooms and chambers, including design, installation, support, and troubleshooting of evidence presentation technology and sound system equipment. Maintains and administers the courtroom technology, recommends changes to improve systems and configurations, develops software to enhance the audio and/or video control systems, and develops and implements short and long term technology improvement plans for the court. Provides training support on the audio and video systems. Performs other duties as assigned.

The position may require lifting and moving of moderately heavy items, such as computers and audio equipment. Occasional travel to the Benton courthouse will be required. Incumbent may be required to perform duties during non-business hours.

MINIMUM QUALIFICATIONS

To qualify for CL 27, applicant must have two years of specialized experience, including at least one year equivalent to work at the CL 25, or a bachelor's degree from an accredited college or university and evidence of superior academic achievement.

To qualify for CL 28, applicant must have two years of specialized experience, including at least

one year equivalent to work at the CL 27, or completion of a master's degree or two years of graduate study (27 semester or 54 quarter hours) in an accredited university.

SPECIALIZED EXPERIENCE

Specialized experience is 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.

COURT PREFERRED SKILLS

Experience with various types of courtroom technology, including audio and video control systems and evidence presentation technology. Experience with video conferencing equipment. Experience working with Creston or AMX control systems. Demonstrated skill in project management.

BENEFITS

Judiciary employees serve under excepted appointments (not civil service). Excepted appointments are at will and can be terminated with or without cause. Federal benefits include paid vacation and sick leave, paid holidays, and retirement benefits. Optional benefits include health and life insurance, disability and long-term care insurance, dental and vision insurance, and a tax-deferred savings plan. This position is subject to mandatory electronic fund transfer (direct deposit) participation for payment of net pay.

BACKGROUND INVESTIGATION REQUIREMENTS

As a condition of employment, the selectee considered for this position is required to undergo an FBI background investigation. The selectee may be appointed provisionally, and retention will depend upon a favorable suitability determination of the background investigation.

PROCEDURES FOR APPLYING

Submit the following: (1) cover letter; (2) résumé; (3) AO78 Application for Judicial Branch Federal Employment (located on the court's website at www.ilsd.uscourts.gov), and (4) names, addresses, and telephone numbers of three professional references to:

United States District Court for the Southern District of Illinois
Attn: Personnel Specialist - Confidential, #2015-03
750 Missouri Avenue
East St. Louis, Illinois 62201-2954

Applications must be received by 4:00 p.m. on the closing date. Please do not email or fax application materials. Incomplete and late application materials will not be considered.

Applicants must be United States citizens or eligible to work in the United States. Selection will be made consistent with the provisions of the Equal Opportunity Plan adopted by the United States District Court for the Southern District of Illinois. Applicants selected for interviews must travel at their own expense, and relocation expenses will not be reimbursed. Applicants may be asked to participate in proficiency tests.

The Court reserves the right to modify the conditions of this job announcement or to withdraw the announcement, any of which may occur without prior written or other notice. Employees are required to adhere to a Code of Ethics and Conduct, which is available to applicants for review upon request.

Court's Mission

Our mission is to resolve judicial matters fairly and justly in a manner that will uphold and defend the Constitution of the United States. We are committed to doing so through communication and education in order to ensure respect for the Court. We work to resolve disputes in a timely and efficient manner to promote the public's confidence and trust in the Judiciary of the United States and to protect individual rights and liberties through law.

Clerk's Office's Mission

The mission of the Clerk's Office is to provide administrative and case management support to the district court, members of the bar, the public, and all government agencies in a professional, timely, and efficient manner. Through teamwork, we perform our duties with courtesy, respect, equality, and fairness, thereby promoting public trust and confidence in the judicial system. Success is linked to commitment, and we are committed to excellence.

THE UNITED STATES DISTRICT COURT FOR THE SOUTHERN DISTRICT OF ILLINOIS IS AN EQUAL OPPORTUNITY EMPLOYER.