

**UNITED STATES DISTRICT COURT  
DISTRICT OF NEW JERSEY**

**William T. Walsh, Clerk**



**Career Opportunity  
Announcement # 18-02**

**Position Title:** Information Technology/Audio Visual Technician

**Classification Level:** CL 24 – 26 (\$41,086 – \$81,254)  
Position may be filled at either at the CL-24, CL-25or CL-26.  
If filled at the CL-24 to CL-25, may be promoted to the next classification level without further competition.

**Duty Station:** Newark, NJ

**Posting Period:** January 2 – January 17, 2018

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**POSITION SUMMARY**

The Clerk's Office of the U.S. District Court for the District of New Jersey is accepting applications for a full-time Information Technology (IT) / Audio Visual (AV) Technician position. The IT/AV Technician is a member of the IT department and is under the general direction of the Director of IT and Newark Systems Supervisor. The incumbent will primarily provide automation technical/helpdesk support for end users within the Newark courthouse, additionally, assist with audio visual needs.

**REPRESENTATIVE DUTIES**

The IT/AV Technician performs tasks such as PC management and helpdesk support, including but not limited to receiving and responding to end-user requests, installing and repairing hardware and software, onboarding of new users, desktop imaging, performing end-user support and training, litigation support, assisting in implementing automation plans, maintaining documentation, maintaining local IT inventory, aiding with network administration, all in accordance with Court IT security policies and procedures. Furthermore, incumbent will assist with AV and courtroom technology, setup video conferencing, audio visual equipment, courtroom sound, evidence presentation equipment, streaming media, recording, and video production. Moving/lifting equipment of up to 40 pounds and occasional travel to other divisional offices may be necessary. Perform other duties, as assigned.

**QUALIFICATIONS**

To qualify for the position of IT/AV Technician, the incumbent must have progressively responsible clerical, office, or other work that indicates the possession of, or the ability to acquire, the particular knowledge and skills needed to perform the duties of the position. Preferred qualification is someone with four years of higher education from an accredited university or technical school, with a concentration in Computer Science, Information Systems, or a field closely related to the subject matter and at least two years of helpdesk support experience.

Applicant must have progressive knowledge and responsible work place experience with Windows desktop and server operating systems, office automation, networking, MS Office products, Adobe Acrobat in an Active Directory environment.

Basic knowledge of teleconferencing and video conferencing equipment is required. Experience with videography skills, including recording, stream via media server, and adjusting digital media to create quality videos on DVD is a plus.

Knowledge of anti-virus, anti-malware, application controls, web threat protection and endpoint security controls. Understanding of incident response processes, including the ability to implement plans and procedures as directed by his/her supervisor. Ability to identify and analyze security risks, advise his/her supervisor and implement solutions.

Aptitude to troubleshoot devices at the hardware level, such as serial or hardware device level interfaces. Systems will include analog and digital video distribution systems, wireless audio and video, digital audio processors, and matrix mixers.

Ability to independently analyze, isolate and solve problems, explain technical concepts in an understandable manner, and ability to write effective instructions for users and fellow staff. The incumbent for this position will be interacting with Judicial Officers, court staff, and other agencies. Therefore, the ability to communicate effectively with various individuals, focusing on customers (internal/external), respecting others and the uniqueness of the federal judiciary and acting with integrity are all essential skills.

Seeking a customer service oriented professional who is responsible, friendly, organized and detail oriented with accountability for work product. Must demonstrate ability to work on multiple tasks, be flexible and tactful when working under pressure in a team environment.

### **COURT PREFERRED SKILLS**

The candidate should be a self-starter, motivated, organized and detailed-oriented. Excellent written and verbal communication skills with the ability to translate highly technical terms into easily understood terms for non-technical people is essential. The ability to work independently and with a team is essential. Experience with Windows helpdesk support, follow IT security standards, and the ability to assist our courtroom technology division on-the-fly is also essential.

### **CONDITIONS OF EMPLOYMENT**

Applicants must be a U.S. citizen or eligible to work in the U.S. A background investigation including fingerprints and criminal record check will be conducted. Any applicant selected for a position will be hired provisionally pending favorable suitability determination of the background investigation.

### **INFORMATION FOR APPLICANTS**

The Court reserves the right to modify the conditions of this job announcement or to withdraw the job announcement, or to fill the position sooner than the closing date, if a closing date is shown, any of which action may occur without any prior written notice. The Court will only communicate with those qualified applicants who are selected for an interview. If a subsequent vacancy of the same position becomes available within a reasonable time of the original announcement, the court may elect to select a candidate from the original qualified applicant pool.

Judiciary employees serve under excepted appointments and are considered “at will” and can be terminated with or without cause by the court. All information provided by applicants is subject to verification and false statement or omissions of information on any application materials may be grounds for non-selection, withdrawal of an offer of employment or dismissal after being employed. This position is subject to mandatory electronic fund transfer (direct deposit) for salary payment. All newly appointed employees are subject to a six-month probationary period.

### **APPLICATION PROCESS**

Qualified applicants must submit *electronically* (1) a cover letter and (2) an updated resume and (3) salary history (external applicants only) to the attention of Emma C. Fernandez-Regan, Human Resources Manager via the following recruitment email address: [hr@njd.uscourts.gov](mailto:hr@njd.uscourts.gov) *on or before January 17, 2018 by 5:00 p.m.*

***THE UNITED STATES DISTRICT COURT FOR THE DISTRICT OF NEW JERSEY IS AN  
EQUAL OPPORTUNITY EMPLOYER***