



***Career Opportunity
Audio-Visual Technology Administrator
Clerk's Office
Portland, Oregon
Vacancy Number 16-06
Open Until Filled***

THE POSITION

The Clerk's Office of the United States District Court for the District of Oregon is now accepting applications for the position of Audio-Visual Technology Administrator in the Portland Division. The incumbent designs, installs, configures upgrades, troubleshoots, and maintains audio-visual (A/V) and courtroom technology systems. Incumbent also programs AMX control systems, and provides training documentation to enhance the independence of court staff in use of these complex systems, and furnishes user support.

Representative Duties: Responsibilities of this position may include but are not limited to the following (other duties may be assigned):

- Provides engineering analysis, recommendations, advice, specifications, project management, and coordination among all concerned parties on matters relating to the planning, design, acquisition, and installation/implementation of A/V, voice and data systems for courtrooms and conference rooms.
- Specifies, designs, builds, installs, and documents A/V and teleconferencing systems that support evidence presentation and communications in courtrooms and conference rooms. Integrates off-the-shelf components into complete A/V systems configured specifically for use in court proceedings and support of other activities of chambers and clerk's office staff.
- Serves as the AMX programmer for all audio-visual and courtroom technology control systems. Refines existing command programs and creates new ones based upon existing requirements and future expansion/upgrade.
- Upgrades these systems to improve function and to stay compatible as related systems change over time.
- Provides technical support and user training for courtroom and A/V systems. Troubleshoots and repairs systems, debugging to the component level.
- Functions as a liaison between the Court and A/V, data and voice communications vendors and consultants, in coordination with judges, court managers, and other court technical staff.

SALARY RANGE

This position is classified at CL 29 (\$71,282 - \$115,889) depending upon the qualifications and experience of the successful candidate.

QUALIFICATIONS

Minimum Qualifications: To be eligible for appointment at CL 29, a candidate must possess a minimum of:

- Five years of experience with design and implementation of A/V systems including audio and video conferencing;
- Five years of experience programming complete AMX control systems with touch-panel interfaces; and
- Five years of experience cabling (copper and fiber optic), testing, and troubleshooting A/V systems.

Desired Qualifications: In addition to the minimum qualifications, preference will be given to applicants with at least 2 years of experience providing A/V support for state or federal courts, and/or certification from AMX, Lectrosonics, and/or other major makers.

Candidates must also demonstrate:

- A consistent past employment record;
- Experience in dealing with routine and complex assignments;
- Excellent typing and proofreading skills;
- A demonstrated ability to think through, analyze, and interpret written communications;
- Ability to prioritize tasks and work assignments;
- Superior oral and written communication skills;
- Strong interpersonal skills; and
- A professional demeanor and appearance appropriate for a law or professional office environment.

Employee Benefits:

Employees of the United States District Courts are not included in the Government's Civil Service classification. They are, however, entitled to the same benefits as other federal government employees. Some of these benefits are:

- Full-time employees accrue 13 days of paid vacation per year for the first 3 years of employment up to a maximum of 26 days per year at the 15-year anniversary.
- Participation in a retirement program with optional participation in the federal government's deferred compensation program, the Thrift Savings Plan. New employees entering Federal service on or after January 1, 2014, contribute 4.4% of their base pay to the FERS Basic Benefit plan throughout their career.
- Optional participation in a federal health insurance plan of choice.
- Optional participation in supplemental insurance programs, including group long-term care, group long-term disability insurance program, and dental and vision insurance programs.
- Optional participation in the flexible spending account program for unreimbursed medical, dental, and vision expenses; dependent care expenses; and commuter expenses.
- A minimum of 10 paid holidays per year.
- Time-in-service credit for employees of other federal agencies, as well as time for those with prior military service, for determining leave accrual and retirement benefits.

HOW TO APPLY

To apply, submit a letter of interest and chronological resume together with an Application for Employment – U.S. District Court, District of Oregon, and a list of 3 professional references to the address below or submit electronically to hr2@ord.uscourts.gov. This position is open until filled. Application forms are available on the Court's website at www.ord.uscourts.gov in fillable format. These forms are also available

at the Portland Clerk's Office (see address below). Please type or print all information and sign and date forms where indicated. **Incomplete packets and those submitted after the deadline date will not be considered.** Verification of employment, education, and reference checks will be made prior to any offer of employment.

A/V and Technology Administrator
Office of the Clerk
Human Resources Division
United States District Court, District of Oregon
1000 SW Third Avenue, Suite 740
Portland, Oregon 97204

The Court provides reasonable accommodation to applicants with disabilities. If you need reasonable accommodation for any part of the application or hiring process, please notify the Human Resources Division of the Clerk's Office at 503/326-8165. Determinations on requests for reasonable accommodation will be made on a case-by-case basis.

CONDITIONS OF EMPLOYMENT

- Employees of the United States Courts serve under "Excepted Appointments" and are considered "at will" employees. As such, employment can be terminated at any time. Furthermore, Federal Civil Service classifications do not apply.
- Duty station assignments are at the sole discretion of the Clerk of Court.
- This position is subject to mandatory participation in electronic funds transfer (EFT) for payment of net pay (i.e., Direct Deposit). (Limited exceptions are available upon request.)
- Applicants must be United States citizens or lawful permanent residents currently seeking citizenship or intending to become a citizen after meeting the eligibility requirement as outlined in 8 U.S.C § 1324b(a)(3)(B).

The following conditions apply to candidates for positions with the United States District Court:

- False statements or omissions of information on any application materials or the inability to meet conditions of employment may be grounds for non-selection, withdrawal of an offer of employment, or dismissal after being employed.
- An FBI background check is required for all individuals appointed to positions in the Clerk's Office. New employees are considered "provisional hires" pending the successful completion of the FBI background check.
- The Court reserves the right to modify the conditions of this job announcement or to withdraw the announcement entirely, either of which may occur without prior written or other notice.
- All information is subject to verification and background investigation.
- In the event a position becomes vacant in a similar classification within a reasonable time from the original announcement, the Clerk of Court may select an appointee from the candidates who responded to the initial announcement without posting the vacancy.

U.S. DISTRICT COURT FOR THE DISTRICT OF OREGON

The United States District Court for the District of Oregon is a federal trial court within the Judicial Branch of the federal government. The District's geographic jurisdiction covers an area in excess of 96,000 square miles and encompasses the state of Oregon.

The District Court consists of six district judgeships, five senior district judges, six magistrate judges, five recalled magistrate judges, one part-time magistrate judge, the Office of the Clerk of Court, the U.S. Probation Office, the U.S. Pretrial Services Office, and the Public Defender's Office. The headquarters for the Court are located in Portland with additional staffed offices in Eugene and Medford.

The Clerk's Office, under the direction of the Clerk of Court, serves as the primary administrative office for the District and employs a staff of approximately 66 deputy clerks. The Clerk's Office is responsible for a wide variety of administrative functions including case administration, courtroom and juror services, record management, appeals processing, human resources and development, budgetary and financial operations, space and facilities management, information technology, and property and procurement.

The United States District Court for the District of Oregon is an Equal Opportunity Employer