

# UNITED STATES COURT OF APPEALS FOR THE SECOND CIRCUIT



## VACANCY ANNOUNCEMENT

October 17, 2019

**Reference No.: FY 20-02**

**Position Title:** A/V Specialist  
**Location:** Office of the Circuit Executive, New York, NY  
**Salary Range:** CL 25 (\$47,325 - \$76,945)  
CL 26 (\$52,134 - \$84,707)  
*Salary commensurate with experience and qualifications*  
**Closing Date:** Open Until Filled

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The United States Court of Appeals for the Second Circuit invites applications for the position of A/V Specialist.

**ABOUT THE INFORMATION TECHNOLOGY DEPARTMENT:** The Information Technology Department is located within the Office of the Circuit Executive and is headed by a Director, who reports to the Circuit Executive. The Department currently has 12 employees who serve the Court's approximately 300 employees. For more information about the Second Circuit, please visit [www.ca2.uscourts.gov](http://www.ca2.uscourts.gov).

**POSITION OVERVIEW:** The A/V Specialist provides audio/visual support to Court of Appeals courtrooms, conferences, judges, and employees. Representative duties include:

- Provide hands-on support for A/V equipment, including troubleshooting, repair, reconfiguration, adjustments, and replacement; perform equipment software updates and adjustments; perform system testing and regular preventative maintenance; and create and maintain system documentation.
- Maintain a calendar for court events and provide coverage and support as needed.
- Develop, coordinate, and provide written and in-person training to IT personnel and other court staff on all A/V equipment.
- Assist with the development and implementation of short- and long-term A/V implementation and support plans.
- Assist with the development of functional and technical requirements for new A/V projects. Manage A/V projects to ensure that they are completed efficiently and properly.
- Oversee the general support program for all A/V systems and equipment, including inventories, warranties, maintenance agreements, repairs, and vendor contracts.
- Provide support for video and audio conferencing technologies, including in-person support for court proceedings and events.

- Research, test, and evaluate new A/V technology that may be of use to the court.
- Help manage the recorded physical inventory of all A/V equipment and the property disposal activities for surplus or obsolete A/V equipment.
- Perform other A/V and IT duties as assigned.

### **REQUIRED QUALIFICATIONS**

- High school diploma or equivalent and at least one year of specialized experience. Bachelor's degree preferred.
- Comprehensive knowledge of A/V systems, A/V distribution systems, video teleconferencing systems, digital video camcorders and recording equipment, A/V and data cabling, and A/V infrastructure. Working knowledge of A/V control programming preferred.
- Ability to analyze and evaluate A/V needs and to plan solutions to meet those needs.
- Ability to work independently with minimal supervision, to adapt to changing needs, and to meet deadlines and commitments.
- Excellent written and verbal communication skills.
- Understanding of computer processes and capabilities, including personal computer operating systems and applications, and familiarity with computer operations in a networked environment.
- Working knowledge of word processing software and email applications.
- Ability to interact in a positive and professional manner with users at all levels of the court.
- Position includes occasional travel and after-hours support.

**BENEFITS:** 13 days of vacation for the first three years, which increases with tenure. 13 days of sick leave and 10 holidays. Choice of employer-subsidized federal health and life insurance plans, with optional dental, vision, and long-term care coverage. Flexible spending account program. Federal Employees Retirement System and employer-matching Thrift Savings Plan (similar to a 401K). On-site fitness center and cafeteria. Public transportation subsidy (budget dependent).

**CONDITIONS OF EMPLOYMENT:** Must be a U.S. citizen or lawful permanent resident seeking U.S. citizenship. Positions with the U.S. Courts are excepted service appointments, which are "at will" and may be terminated with or without cause. Employees are hired provisionally, pending the results of a fingerprint and background check. Employees are required to use electronic funds transfer for payroll deposit.

**TO APPLY:** Please submit a cover letter and resume **as a single PDF attachment** by email to [resumes@ca2.uscourts.gov](mailto:resumes@ca2.uscourts.gov), subject line "A/V Specialist, Reference No. FY 20-02" **When saving your documents as one PDF, it is important to name the file using only your firstname\_lastname.** Only candidates selected for an interview will be notified and must travel at their own expense. Interested applicants are strongly encouraged to apply immediately. Applications received before November 1, 2019 will receive priority.

**THE UNITED STATES COURT OF APPEALS FOR THE SECOND CIRCUIT IS AN EQUAL OPPORTUNITY EMPLOYER.**