

# United States District Court Eastern District of Virginia

WEBSITE  
[www.vaed.uscourts.gov](http://www.vaed.uscourts.gov)

PHONE  
703-299-3324

Announcement #: FY 24-026

Locations: Richmond, VA

Appointment: Full-time/  
Permanent

Open until filled

Applications received by October 13, 2024, will receive priority consideration.

## Eastern District of Virginia

The United States District Court for the Eastern District of Virginia is part of the judicial branch of the federal government. There are 94 U.S. District Courts in the country with at least one in every state and in all U.S. territories.

Virginia is bifurcated geographically and consists of two Districts - the Eastern District and the Western District. The Eastern District of Virginia has four divisions: Alexandria, Norfolk, Newport News, and Richmond. There are approximately 6.5 million residents within the Eastern District of Virginia's jurisdiction.

Federal courts hear cases involving the constitutionality of laws, disputes between states, and criminal cases originating from various federal agencies with law enforcement authority.

**THE UNITED STATES DISTRICT  
COURT IS AN EQUAL OPPORTUNITY  
EMPLOYER.**

## CAREER OPPORTUNITY: Courtroom Technology Specialist



### ABOUT THE JOB

The Courtroom Technology Specialist will work in a team environment providing support to the staff of the U.S. District Court and U.S. Probation Office. The Courtroom Technology Specialist is responsible for assisting in planning, research, and installation as well as maintenance, support and training for courtroom audio/video systems and services. Incumbents will also assist with mobile device management and provide general IT support and asset management.

### DUTIES AND RESPONSIBILITIES

- Oversee the day-to-day operation of applicable audio/visual/teleconferencing technology used in the court to ensure reliable and effective operation.
- Provide hardware support for all audio/visual systems including the ability to move and connect mobile audio/visual/teleconferencing equipment. Troubleshoot audio/visual/teleconferencing equipment at hardware level. Provide on-site repair, reconfiguration, adjustments, and replacement of audio/visual/teleconferencing equipment and supplies. Perform testing and regular preventive maintenance. Configure security mechanisms to protect hardware and software resources.
- Create and maintain hardware documentation
- Assist in the development and instruction on procedures for coordinating video and teleconference for the court. Coordinates videoconferences.
- Serve as instructor for non-technical staff on courtroom technology techniques, applications, and unitization. Assist in developing procedural guidelines and training documentation, as needed for end users.
- Serve as training coordinator for judges, attorneys, bar associations, and court staff on the use of audio/visual/teleconferencing technology in courtroom and conference room environment.
- Test and evaluate new technology prior to application in court environments.
- Recommend, schedule, plan, and oversee the installation and testing of new products and improvements to computer systems ensuring minimal disruption to the court.
- Assist with managing mobile devices using an MDM solution and other tools.
- Respond to help desk calls and emails, log computer problems, and assist with routine problems; problems that are not quickly resolved or require a subject matter expert may be escalated to the next level.
- Provide backup assistance to the Courtroom Technology Administrator and other IT staff.
- Perform inventory control duties as it relates to IT.
- Participate in local or national conferences and similar gatherings to continue professional development.
- Perform other related duties, as assigned.

emotional intelligence in all situations.

### **SALARY RANGE**

- Richmond ( CL26) \$55,133 - \$89,584

Actual starting salary dependent upon qualifications.

### **CONDITIONS OF EMPLOYMENT**

Employees must be United States citizens or eligible to work in the United States.

Employees are required to adhere to the [Code of Conduct for Judicial Employees](#).

Employees of the United States District Court are Excepted Service Appointments. Excepted service appointments are “at will” and can be terminated with or without cause by the Court.

Employees will be hired provisionally pending the results of a background investigation.

Employees are required to use the Electronic Fund Transfer (EFT) for payroll deposit.

The Court reserves the right to modify the conditions of this job announcement, to withdraw the job announcement, or to fill the position sooner than the closing date, if a closing date is shown; any of these actions may occur without any prior written or other type of notice.

### **MINIMUM QUALIFICATIONS**

- Advanced knowledge of or the ability to learn theories, principles, practices, and usage of computer hardware and software, office automation, and data communications.
- Knowledge of the technical aspects of and ability troubleshoot independently audio systems, video systems, A/V distribution systems, cabling, infrastructure needs, and A/V hardware/software.
- Basic repair skills such as soldering, crimping and dressing of equipment racks streaming audio and video/video/electronic evidence presentation equipment, projectors, and video conferencing equipment, including webcams.

### **ADDITIONAL REQUIREMENTS**

the successful candidate will be a customer service-oriented professional who is responsible, friendly, organized and have the following:

- Ability to follow IT security standards and defined policies and procedures and accept responsibility for work product.
- Ability to independently analyze, isolate and solve application related problems.
- Ability to communicate technical information effectively (orally and in writing) to end users in a manner that they can understand.
- Ability to work on multiple tasks, be flexible and tactful when working under pressure in a team environment.
- Ability and willingness to travel to district offices and off-site training.
- Ability to think critically and apply

## **BENEFITS**

A generous benefits package is available and includes:

- A minimum of 11 paid holidays per year
- Paid annual leave
- Paid sick leave
- Retirement benefits
- Optional participation in the Thrift Savings Plan
- Optional participation in choice of Federal Employees' Health Benefits
- Optional participation in the choice of Supplemental Dental and Vision Insurance
- Optional participation in choice of Federal Employees' Group Life Insurance
- Optional participation in the Flexible Benefits Program
- Optional participation in private long-term disability plan
- Situational telework, once eligible
- Credit for prior government service
- Transit Subsidy is available in Alexandria

Please contact Human Resources if you have any questions about benefits prior to applying by calling 703-299-3324.

## **APPLICATION INFORMATION**

Applicants must submit four (4) items *combined into one PDF document*:

1. A cover letter
2. Résumé
3. The [application for Federal Employment](#) (document can also be found under "Related Links" on the Employment page of our website)
4. A list of professional references

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**To ensure priority consideration will be given to applications received by October 13th.**

**Hard copy and faxed applications will not be accepted. Submit electronically to [jobbox5@vaed.uscourts.gov](mailto:jobbox5@vaed.uscourts.gov)**

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The United States District Court for the Eastern District of Virginia's mission is to preserve and enhance the rule of law while providing an impartial and accessible forum for the just, timely, and economical resolution of legal proceedings within the court's jurisdiction; to protect individual rights and liberties; to promote public trust and confidence in the judicial system; and, to maintain judicial independence.

CHIEF JUDGE: The Honorable Mark S. Davis

CLERK OF COURT: Fernando Galindo