



## Courtroom Technology Specialist Job Announcement FY26-11R

### U.S. District Court- Eastern District of Virginia

#### WEBSITE :

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

#### PHONE:

757-222-7303

#### Announcement #:

FY 26-11R

#### Location:

Richmond, VA.

#### Appointment:

Full-time/ Permanent

**Open: 02.11.2026**

**Close: Open Until  
Filled**

**Priority: 02.26.2026**

#### SALARY RANGES

CL26, Step 1 \$ 56,797 –  
Step 61 \$92,307

- Actual starting salary dependent upon qualifications.

#### POSITION OVERVIEW

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.

#### MINIMUM QUALIFICATIONS

Advanced knowledge of, or the ability to quickly learn, the theories, principles, practices, and usage of computer hardware and software, office automation systems, and data communications is required. The position also requires knowledge of the technical aspects of audio systems, video systems, A/V distribution systems, cabling, and infrastructure needs, as well as the ability to independently troubleshoot A/V hardware and software. In addition, basic repair skills are necessary, including soldering, crimping, and dressing equipment racks, as well as maintaining and repairing streaming audio and video systems, electronic evidence presentation equipment, projectors, and video conferencing equipment, including webcams.



## REPRESENTATIVE DUTIES

- 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.

### 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 emotional intelligence in all situations.

### EDUCATION

High School graduation or equivalent required.

**Application Instructions:** Applicants must submit a cover letter, resume, list of professional references, and form [AO78 Application for Employment](#) in one (1) PDF formatted document to [Jobbox5@vaed.uscourts.gov](mailto:Jobbox5@vaed.uscourts.gov) with subject line: **Courtroom Technology Specialist**.

**To ensure priority consideration, applications must be received by 02/26/2026.** Only applicants selected for an interview will be contacted.

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](#), which is available to applicants to review upon request.

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.

**The United States District Court  
is an Equal Opportunity  
Employer**

## **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 Long-Term Care Insurance**
- **Optional participation in private long-term disability plan**
- **Situational telework authorized**
- **Credit for prior government service**