



UNITED STATES DISTRICT COURT DISTRICT OF ALASKA

AUDIO/VIDEO SPECIALIST

Announcement Number USDC 23-03
Announcement date March 23, 2023
Closing Date Open Until Filled (Preference given to applications received by April 23)
Salary Range CL 26 (\$56,717 to \$92,174); (salary commensurate with experience and qualifications plus 2.01% COLA)
Location Anchorage, Alaska

POSITION OVERVIEW – Come join a dynamic team and work for the District Court of Alaska, the location of the 49th state and “Last Frontier”. Alaska offers unparalleled natural resources, abundant recreation and adventure most certainly awaits to those that are fortunate enough to call it home. The Information Technology Department of the U.S. District Court and U.S. Probation & Pretrial Services Office is accepting applications for a full-time Audio/Video Specialist. The incumbent provides technical and administrative support of the court’s A/V and telecommunications systems for judges, chamber’s staff, clerk’s office staff and the probation and pretrial services offices. As a member of our IT team, the incumbent is most focused on the effective, high-quality operation of the Court’s A/V system and technology. Some travel may be required to support our satellite offices.

REPRESENTATIVE DUTIES -

- Oversee the day-to-day operation of applicable technology used in the court to ensure reliable and effective operation. Perform requisite programming to systems to accommodate local needs.
- Advise the court in all areas of audio/visual and telecommunication needs, objectives, and capabilities, including anticipation of future requirements and potential problems. Conduct market research and develop scope/statement of work.
- Troubleshooting courtroom technology and systems and to facilitate court proceedings.
- Assist in the development and implementation of short- and long-range technological improvements, ensuring minimal disruption to courtroom activities.
- Works in tandem with other IT team-members for the purpose of keeping abreast of IT developments, new technology and techniques, and user programs, as well as coordinating and troubleshooting activities related to the courtroom and conferencing systems to ensure district-wide baselines and standards are maintained.
- Draft and maintain technical instructions, operating procedures, and documentation for all A/V and other technical systems used across the District and coordinate end user training on the operation of these systems.

- Coordinate warranty work, maintenance agreements, and timely repair of equipment for all vendor contracts covering audio/visual and telecommunications equipment.
- Provide on-site repair, reconfiguration, adjustments, and replacement of audio-visual and telecommunications equipment and supplies. Maintain and develop software to enhance system operations. Perform testing and regular preventative maintenance. Ensure appropriate security mechanisms are in place to maintain a secure environment.
- Perform other duties as assigned.

PREFERRED SKILLS/QUALIFICATIONS – Requires a minimum of three (3) years of relevant or related work experience at progressively responsible levels in A/V design, implementation, production and support. In depth knowledge of the design, installation, operation, programming, and troubleshooting of audio, video, video conference, network, and computer systems. Familiarity with Q-SYS control systems and equipment; Extron devices and related software; Visionary Solutions components, and programming; Cisco, Polycom and Zoom video conference systems; SennHeiser infrared modulators and emitters; as well as other major manufacturers of A/V components. Demonstrated accomplishment of A/V project management that involved systems analysis, design, programming, implementation, integration, and deployment. Knowledge of network topology, network equipment and IP network configuration. Ability to maintain a diverse collection of audio/video equipment in geographically separated areas.

BENEFITS - The U.S. District Court falls within the Judicial Branch of the U.S. Government. Judiciary employees serve under the “Excepted Appointment” and are considered “At-Will” employees. As such, employment may be terminated by either the employer or the employee with or without cause. Benefits include participation in the Federal Employees’ Retirement System which contributes to the Social Security Retirement Program, Federal Employees’ Health Benefits, Federal Employees’ Group Life Insurance, Thrifts Savings Plan (similar to a 401(k) plan with employer matching contributions), paid holidays and annual/sick leave accrual. An overview of Federal Judiciary benefits is accessible at: <http://www.uscourts.gov/careers/benefits>.

HOW TO APPLY -

Qualified candidates must submit ALL of the following documents in ONE PDF format:

- 1) A cover letter detailing how your qualifications meet the job requirements;
- 2) A current resume;
- 3) At least three professional references with current contact information; and
- 4) A completed, [Application for Judicial Branch Federal Employment, form AO 78](#).

Attachments should be submitted as Microsoft Word or Adobe Acrobat .pdf documents to HR@akd.uscourts.gov.

This position is subject to mandatory electronic direct deposit of salary payments. The Court reserves the right to modify the conditions of this job announcement, or to withdraw the announcement, without prior written or other notice. All information provided by applicants is subject to verification and background investigation. Applicants are advised that false statements or omission of information on any application materials may be grounds for non-selection, withdrawal or an offer of employment, or dismissal after being employed.

The United States District Court is an Equal Opportunity Employer