



U.S. COURT OF APPEALS FOR THE NINTH CIRCUIT

VACANCY ANNOUNCEMENT

POSITION:	Audio Visual Specialist
LOCATION:	Pasadena, CA
SALARY/CLASSIFICATION LEVEL:	\$42,262 - \$68,736 (CL 25) \$46,544 - \$75,689 (CL 26)
TERM:	1 year <i>Renewable depending on budget and performance</i>
CLOSING DATE:	Open until filled <i>Applications received by March 2, 2012 will receive priority consideration</i>

ABOUT THE COURT

The Ninth Circuit Court of Appeals is one of 12 regional federal courts. Circuit courts hear appeals from the district (trial) courts located within their circuit, as well as appeals from decisions of federal administrative agencies. Headquartered in San Francisco with courthouses in Pasadena, Seattle and Portland, the Court serves nine western states, Guam and the Mariana Islands. For more information about the federal court system, please visit: <http://www.uscourts.gov/> For more information about the Ninth Circuit Court of Appeals, please visit: <http://www.ca9.uscourts.gov>.

POSITION DESCRIPTION

This position is located in the Pasadena Clerk's Office and reports to the Courtroom Technology Administrator in San Francisco. The Courtroom Technology group is part of Information Technology Services. The position provides support for video conference and audio systems, and backup for telecommunications equipment used by Court personnel. These systems are located within and between court facilities such as courtrooms, meeting rooms, chambers, and regional offices. Occasional travel required.

REPRESENTATIVE DUTIES

- Provide Audio/Visual support for court functions such as hearings, conferences, meetings and ceremonies. Set up and configure public address systems, monitors and related audio and video recordings.
- Maintain, upgrade and provide operational support for video teleconferencing systems and peripheral technologies such as audio reproduction and streaming systems and visual display systems located in courtrooms and meeting rooms.
- Record oral arguments; electronically store and publish same.
- Maintain and operate the Court's internal media server equipment and service.
- Maintain and configure digital and analog dictation systems located throughout the Circuit.
- Research new equipment and technologies; evaluate how these technologies might serve the Court; provide cost/benefit analysis.
- Perform other audio/visual duties as assigned.

QUALIFICATIONS

Grade CL 25

- Two years of specialized experience equivalent to work at the level of grade CL 24.
- Superior customer service orientation; Exceptional interpersonal skills, with a focus on rapport-building, listening, and questioning skills.
- Exceptional written and oral communication skills: Ability to clearly and patiently explain technical issues to non-technical users, as well as accurately document problems and fixes.
- Demonstrated talent and passion for problem solving.
- Ability to conduct research into a wide range of computing issues as required.
- Flexibility, strong organizational skills and attention to detail.

Grade CL 26 - All of the above, plus:

- Two years of specialized experience equivalent to work at the level of grade CL 25.

PREFERRED QUALIFICATIONS

- Bachelor's degree preferred.
- Ability to interact in a positive manner with users at all levels of the Court, including judges.
- Knowledge of the functions, processes, and methods of the Court.

BENEFITS

- Vacation days accrue up to 13 days per year; sick days accrue up to 13 per year; 10 holidays.
- Choice of a variety of employer-subsidized federal health and life insurance plans. Dental and vision coverage available.
- Optional long-term disability and long-term care insurance; flexible spending account program.
- Participation in both the Federal Employees Retirement System and the Thrift Savings Plan (similar to a 401K, with employer matching).
- Mass transit subsidy (budget dependent).
- On-site gym.

CONDITIONS OF EMPLOYMENT

Must be a U.S. citizen or a permanent resident seeking citizenship. 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 and fingerprinting, and are subject to a one-year probationary period. Employees are subject to The Judicial Code of Conduct. Direct deposit of pay required.

TO APPLY

Please submit a resume, a detailed cover letter which clearly demonstrates how you meet the qualifications for the position, and 3 references to: AVT@ca9.uscourts.gov

To ensure consideration, please submit these materials by **March 2, 2012**. Only candidates selected for an interview will be notified. Unsuccessful candidates will not receive notice.

The U.S. Court of Appeals for the Ninth Circuit is an Equal Opportunity Employer.