



MARK B. BUSBY
Clerk of Court

San Francisco Division
450 Golden Gate Avenue
San Francisco, CA 94102

Oakland Division
1301 Clay Street
Oakland, CA 94612

San Jose Division
280 South 1st Street, Room 2112
San Jose, CA 95113

Eureka-McKinleyville Division
3140 Boeing Avenue
McKinleyville, CA 95519

CAND MISSION

The mission of the Clerk's Office of the United States District Court for the Northern District of California is to support, defend and preserve the Constitution of the United States by:

- Serving and supporting the court
- Providing access to the court
- Maintaining the records of the court
- Providing information about the court
- Performing our mission with a commitment to excellence

The United States District Court is an equal focus employer.

CAREER OPPORTUNITY

UNITED STATES DISTRICT COURT NORTHERN DISTRICT OF CALIFORNIA

Position: Courtroom Technology Specialist (FY27-02)

Classification Level: CL-26/CL-27

Salary Range: \$67,972 to \$121,385

(Depending upon Experience and Qualifications)

Location: San Jose, CA

Opening Date: October 1, 2026

Closing Date: October 15, 2026

(Priority consideration to applicants who apply by October 15, 2026)

Whether launching or continuing a career in public service, the U.S. District Court is a great place to work with competitive salaries and benefits, a work schedule that promotes a work-life balance, and the opportunity to work with colleagues committed to fulfilling the important mission of administering justice in an efficient and effective manner. This position offers an excellent opportunity to advance a career in Federal court service.

POSITION OVERVIEW

This position is based at the San Jose courthouse in the District Court Clerk's Office and is part of the IT Department, reporting to the IT Operations Manager. The Courtroom Technology Specialist primarily supports audiovisual and courtroom technology in the San Jose Division. Secondary duties include supporting the Systems Technology Administrator and providing helpdesk support to end users. As part of the district-wide IT team, the specialist may occasionally provide backup support at the other divisional courthouses in San Francisco, Oakland, and Eureka-McKinleyville. Travel is limited. The specialist works directly with judges, chambers staff, court personnel, members of the bar, and the public, and must maintain a consistently professional demeanor and appearance in the courtroom and in all interactions. In this role, the specialist partners with court staff to deliver reliable IT support, working with both national systems and locally developed or customized solutions.

Key Responsibilities:

The Courtroom Technology Specialist will be responsible for the support, maintenance, and inventory of courtroom technology systems, including the coordination and operation of audio/video conferencing, evidence presentation, streaming media systems, and performing video recording and production.

Courtroom and Audiovisual Technology

- Assist in courtroom technology upgrades in the areas of cabling, terminations, technology configuration, and cable management.
- Coordinate video and teleconferences for the Court. This may involve scheduling, troubleshooting, setting up equipment, initiating calls, and monitoring equipment.
- Install and maintain recording systems.
- Participate in setting up overflow rooms, streaming and recording Court ceremonies and events. Handle the video production and editing of these events.
- Work in tandem with other IT team members and the IT Operations Manager in

coordinating and troubleshooting activities related to courtroom and conferencing systems, and ensure Court district-wide baselines and standards are maintained.

- Carry out audiovisual projects and meet Court goals in the areas of courtroom technology, conference rooms, remote meetings, and streamed events.
- Advise leadership on audiovisual and courtroom technology needs, objectives, and capabilities, including anticipation of future requirements and potential problems.
- Serve as instructor on courtroom technology to court personnel and attorneys.
- Exhibit professionalism in every interaction with district and magistrate judges, chambers staff, court personnel, attorneys, and the public, including during live proceedings.

San Jose Division IT Support

- Provide support to the technical helpdesk for end users, as needed. This includes receiving and responding to end-user requests, installing and repairing computer hardware and software, onboarding new users, desktop imaging, end-user support and training, inventory, litigation support, implementing automation plans, maintaining documentation, and assisting with network administration, all in accordance with Court IT security policies and procedures.
- Support the San Jose Division Systems Technology Administrator as a secondary duty. This includes assisting with IT operations during projects, absences, and periods of high demand, and meeting and escorting vendors for audiovisual, cabling, and internet service repairs.

District Coverage and Other Duties

- Provide occasional backup coverage at the other divisional courthouses in San Francisco, Oakland, and Eureka-McKinleyville when needed. Travel is limited.
- Perform other duties as assigned.

QUALIFICATIONS

Minimum Qualifications

- Two years of specialized experience. Placement within the salary range depends on the level and quality of experience.
- Specialized experience is progressively responsible work experience that is in, or closely related to, the work of the position and that has demonstrated the knowledge, skills, and abilities to successfully perform its duties, including routine use of automated software and keyboarding for word processing, data entry, and report generation.

Preferred Qualifications

Audiovisual and Courtroom Technology

- Progressive knowledge and the aptitude to troubleshoot and solve technical issues and repair hardware or infrastructure issues.
- Experience with digital audio signal processors, control processors, video distribution, wireless and infrared audio, and teleconferencing and video conferencing equipment.
- Knowledge of Crestron, Extron, Biamp, Polycom, Liberty Recording, FTR, and other AV equipment and software.
- Experience with AV over IP systems, including networked audio and video distribution such as Dante, NDI, or similar platforms.
- Knowledge of audio signal flow, including mix-minus and USB routing across platforms (e.g., Zoom and other AV systems).

- Familiarity with interpreter and multi-channel audio workflows.
- Experience with advanced Zoom functionality, including Zoom-to-YouTube live streaming and Zoom Room setups, preferably in a courtroom or similar environment.
- Videography skills, including recording, streaming via media server, and editing digital media to produce quality video.
- Ability to troubleshoot and resolve technical issues in real time during live proceedings.
- Experience supporting and maintaining existing courtroom or AV technology.

Information Technology

- Workplace experience with Windows desktop, Microsoft Office, and Adobe Acrobat.
- Knowledge of networking fundamentals, including TCP/IP addressing, VLANs, and switches.
- Knowledge of endpoint security software and controls, and of incident response processes, including implementing plans and procedures as directed by a supervisor.
- Ability to identify and analyze security risks, bring them to a supervisor's attention, and implement resolutions.

Professionalism and Communication

- Exhibits a high level of professionalism, with a demeanor, appearance, and communication style appropriate to a federal courtroom, when working with district and magistrate judges, chambers staff, members of the bar, and the public.
- Strong customer service and troubleshooting skills, and the ability to work in a team environment and interact with all levels of court personnel and other agencies.
- Ability to explain technical issues clearly and patiently to non-technical users, write effective user instructions, and document issues and solutions.
- Respect for others, integrity, and an understanding of the unique role of the federal judiciary.

Work Requirements

- Work during non-business hours as required to complete urgent projects or prevent disruption to court proceedings or special events.
- Reliable transportation for occasional travel to other divisional courthouses.
- Willingness to provide occasional backup coverage, with infrequent travel, at the other divisional courthouses in San Francisco, Oakland, and Eureka-McKinleyville.
- Ability to move and lift equipment associated with the job duties.
- Exercise discretion and maintain confidentiality regarding court proceedings and sensitive information.

COMPENSATION AND BENEFITS

The U.S. District Court is part of the federal Judicial branch of government and is independent of the Executive and Legislative branches. The court sets its own employment policies including remote work and performance management, while also valuing employees' individualism and continuing to strive towards a diverse, equitable and inclusive workplace.

Compensation will be set based on experience and qualifications pursuant to the policies and guidelines set forth in the Court Personnel System (CPS).

Judicial Branch employees are "at will" employees and are not subject to the employment regulations of competitive service. However, judiciary employees are entitled to benefits.

For more information about federal court benefits, please visit:
www.uscourts.gov/careers/benefits.

INFORMATION FOR APPLICANTS

The Court reserves the right to modify the conditions of this job announcement, or to withdraw the announcement without prior written or other notice.

Conditions of Employment

- FBI fingerprint check and background investigation. Employment is provisional and contingent on satisfactory completion of the background investigation.
- Adherence to a [code of conduct](#).
- Mandatory direct deposit of federal wages.
- The Court is not authorized to reimburse travel expenses for interviews or relocation.

Interviewing Non-Citizens and Making Offers of Future Employment: Non-citizens may be interviewed and considered for employment, but employment offers will only be made to individuals who qualify under one of the exceptions in 8 U.S.C. § 1324b(a)(3)(B). In most cases, this means that an offer of employment cannot be made unless the candidate is a lawful permanent resident who is seeking U.S. citizenship as explained below.

Under 8 U.S.C. §1324b (a)(3)(B), a lawful permanent resident seeking citizenship may not apply for citizenship until he or she has been a permanent resident for at least five years (three years if seeking naturalization as a spouse of a citizen), at which point he or she must apply for citizenship within six months of becoming eligible, and must complete the process within two years of applying (unless there is a delay caused by the processors of the application).

Equal Focused Employer

We value diversity and are committed to equity and inclusion in our workplace. The Court encourages applications from all qualified individuals and seeks a diverse pool of applicants in terms of race, ethnicity, national origin, sex, gender identity and expression, sexual orientation, age, languages spoken, veteran's status, disability, religion, and socio-economic circumstance.

The court provides reasonable accommodation to applicants with disabilities. If you need reasonable accommodation for any part of the application or hiring process, please notify the Human Resources Unit of the Clerk's Office at 415-522-2147.

Determinations on requests for reasonable accommodation will be made on a case-by-case basis.

APPLICATION PROCEDURE

Applicants must submit the following:

1. Cover Letter
2. Resume
3. Three professional references.

How to Apply

- Submit the online application, with the documents listed above, at <https://www.governmentjobs.com/careers/uscourtsand>.
- Provide all work history from the past ten years.
- Submit attachments as Microsoft Word (DOC) or Adobe Acrobat (PDF) files. Other formats are not accepted.
- Applications are considered complete when the online application and all required attachments, in the appropriate format, are received by the Human Resources Unit.