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Clerk of Court

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#### 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:** Information Technology Technician I/II (FY26-18)

**Classification Level:** CL-26/CL-27

**Salary Range:** CL 26: \$67,972- \$110,469 to CL 27: \$74,673- \$121,385  
(Depending upon Experience and Qualifications)

**Location:** San Francisco, CA

**Opening Date:** April 6, 2026

**Closing Date:** April 24, 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 in the District Court Clerk's Office and is part of the IT Department, reporting to the Director of IT and IT Manager. The Information Technology Technician primarily supports audiovisual and courtroom technology, while also providing backup helpdesk support to end users across the Northern District of California courthouses. In this role, the technician partners with court staff to deliver reliable IT support, working with both national systems and locally developed or customized solutions.

### Key Responsibilities:

The Information Technology Technician (Audio Visual) 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.

- 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 Manager, in coordinating and troubleshooting activities related to the courtroom and conferencing systems and to ensure Court district-wide baselines and standards are maintained.
- Carry out audio visual projects and meet Court goals in the areas of courtroom technology, conference rooms, remote meetings, and streamed events.
- Advise leadership in areas of audio/visual 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.
- Provide support to the technical helpdesk for end-users, as needed. This includes but is not limited to, receiving, and responding to end-user requests, installation and repair of computer and computer-related hardware and software, onboarding of new users, desktop imaging, perform end-user support and training, assist with inventory requirements, litigation support, assist in implementing automation plans, maintain documentation, aid with network administration, all in accordance with Court IT security policies and procedures.
- Work in a demanding environment and travel to other divisional offices is required.
- Perform other duties as assigned.

## QUALIFICATIONS

### **Minimum Qualifications:**

The successful applicant must have two years specialized experience, including at least one year specialized experience at or equivalent to CL-26. For placement at salary levels above minimum up to and including step 25, (considering court-preferred skills and an evaluation of quality of experience), the successful applicant must have at least two years specialized experience equivalent to work at CL-27

**Specialized Experience** is progressively responsible work experience that is in, or closely related to, the work of the position and which has demonstrated the knowledge, skills, and abilities to successfully perform the duties of the position and involves the routine use of automated software and keyboarding for word processing, data entry and report generation.

### **Preferred Qualifications**

Applicants must also have progressive knowledge and the aptitude to troubleshoot and solve technical issues and repair hardware or infrastructure issues. Systems in use include digital audio signal processors, control processors, video distribution, wireless and infrared audio, teleconferencing and video conferencing equipment. Knowledge of Crestron, Extron, Biamp, Polycom, Liberty Recording, FTR, and other A/V equipment and software is highly desirable. Experience with videography skills, including recording, streaming via media server, and adjusting digital media to create quality videos is a plus.

Experience with advanced Zoom functionality, including managing Zoom-to-YouTube live streaming and supporting Zoom Room setups, preferably in courtroom or similar environments. Knowledge of audio signal flow, including mix-minus and USB routing, particularly across platforms (e.g., Zoom vs. other AV systems). Ability to troubleshoot and resolve technical issues in real time during live proceedings. Familiarity with interpreter and multi-channel audio workflows preferred. Experience supporting and maintaining existing courtroom or AV technology setups.

Demonstrate customer service skills, troubleshooting skills, the ability to work in a team environment, and interact directly with all levels of court personnel and other agencies. The candidate must possess the ability to clearly and patiently explain technical issues to non-technical users, write effective instructions for users, and document issues and solutions. The ability to communicate effectively with various individuals, focusing on customers (internal/external), respecting others, the uniqueness of the federal judiciary and acting with integrity are all essential skills.

Applicants must have knowledge and responsible workplace experience with Windows desktop, MS Office products, Adobe Acrobat. Knowledge of networking fundamentals such as TCP/IP addressing, VLANs, and Switches.

Knowledge of endpoint security software and controls. Understanding of incident response processes, including the ability to implement plans and procedures as directed by his/her supervisor. Ability to identify and analyze security risks bring it to the attention of his/her supervisor and to implement resolutions.

Must be able to work during non-business hours as required to complete urgent projects or prevent disruption to court proceedings or special events; Must have reliable transportation for travel; Moving and lifting weights that commensurate with the weight of equipment associated with the job duties is essential.

## COMPENSATION AND BENEFITS

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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](http://www.uscourts.gov/careers/benefits).

## INFORMATION FOR APPLICANTS

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

The successful candidate for this position is subject to a FBI fingerprint check and background investigation (employment will be provisional and contingent upon the satisfactory completion of the required background investigation), will be required to adhere to a [code of conduct](#), and is subject to mandatory direct deposit of federal wages. The court is not authorized to reimburse travel expenses for interviews or relocations.

**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**

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**Applicants must submit the following:**

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

To be considered for this position, visit our agency website at <https://www.governmentjobs.com/careers/uscourtscand> to submit the online application, along with the above-listed documents. Please be sure to fully complete your application by providing all work history from the past ten years. Attachments should be submitted as Microsoft Word (DOC) or Adobe Acrobat (PDF) files. Other formats are not acceptable.

Applications will be considered complete when the online application and all required attachments, in the appropriate format, are received by the Human Resources Unit.