



UNITED STATES DISTRICT  
AND BANKRUPTCY COURTS  
FOR THE  
DISTRICT OF COLUMBIA

**Announcement No.:** 2025-02

**Position Location:** Washington, DC

**Position Information:**

Full-time, permanent, Excepted  
Service, one position is available

**Area of Consideration:**

Open to all qualified sources

**Open Date:** April 22, 2025

**Closing Date:** Open Until Filled



*Our mission at the Clerk's Office is to  
fulfill the expectations of the public  
and the judiciary by providing  
exceptional service, while  
consistently upholding the  
administration of justice.*

## JOB OPPORTUNITY

**Position Title:** Courtroom Technology Specialist

**Salary Range:** CL-26/27/28 (\$61,603 - \$131,826)  
(Equivalent to a GS-10, 11, or 12. Salary determined by  
qualifications and experience.)

**How to Apply:**

Qualified individuals for this “at will” position must submit the following:

- A cover letter detailing how your experience relates to the position requirements
- [AO-78, Federal Judicial Branch Application for Employment](#) (can be downloaded from [www.uscourts.gov](http://www.uscourts.gov))
- A resume detailing all relevant experience, education, and skills

Failure to submit a complete, typed, and signed cover letter and AO-78, and resume will result in immediate disqualification. Description of Work section of the AO-78 must be complete to include salary information. Indicating “see resume” is not acceptable. Incomplete, handwritten, and/or unsigned applications will not be considered, returned or retained. Only applicants selected for an interview will be contacted and must travel at their own expense. One application per candidate will be accepted for this announcement.

Applications may be mailed or hand delivered to:

United States District and Bankruptcy Courts  
Attn: Human Resources (2025-02)  
333 Constitution Avenue, NW, Room 2712  
Washington, DC 20001

Or via e-mail to: [DCD\\_HumanResources@dcd.uscourts.gov](mailto:DCD_HumanResources@dcd.uscourts.gov)

For questions, please contact the Human Resources Department at 202-354-3200. For a full list of vacancies, please see our website: <https://www.dcd.uscourts.gov/employment>.

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## **ABOUT US**

The United States District and Bankruptcy Courts for the District of Columbia is recruiting for a Courtroom Technology Specialist to join its Clerk's Office team. The team works in a dynamic, fast-paced environment serving both a District Court often referred to as the second most important in the nation given the vast number of high-profile cases over which the judges preside and a Bankruptcy Court constantly leveraging technology for the benefit of customers. The ideal candidate is a mature, self-motivated, career-oriented professional eager to grow with us, and the federal judiciary as a whole. The candidate must also share in the Clerk's Office's Vision and Mission of "providing exceptional service while upholding the administration of justice." Finally, to assist you in achieving all your career goals with us, we offer our staff tuition assistance as the budget allows. Please see the Benefits section of this announcement for additional benefits.

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## **JOB SUMMARY**

This position is located in the Clerk's Office of the United States District and Bankruptcy Courts for the District of Columbia. The incumbent is assigned to the Office of Information Technology (OIT) and reports to the Director of Information Technology. Courtroom technology in this role includes presentation systems, video conferencing, and sound equipment, ensuring seamless audiovisual operations for court proceedings.

This incumbent supports the implementation, maintenance, and troubleshooting of courtroom technology across the District and Bankruptcy Courts, including courtrooms, grand jury meeting rooms, and conference spaces. This position also assists in coordinating video conferencing systems, ensuring reliable remote participation while adhering to industry standards.

Additionally, the incumbent provides technical support to judges, court staff, attorneys, and federal agencies using courtroom technology for trials and hearings. Upon request, they assist other courts in establishing automated courtroom systems, offering guidance and expertise.

This incumbent helps ensure courtroom technology operates smoothly, proactively addressing technical issues and assisting in user training to optimize efficiency and effectiveness.

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## **DUTIES AND RESPONSIBILITIES**

- Assist in the daily operation of courtroom audiovisual (AV) and teleconferencing technology to ensure seamless functionality for hearings, trials, and other court proceedings.

- Provide technical support, troubleshooting and resolving issues related to Audio/Visual over Internet Protocol (AVoIP) hardware, audio digital signal processors, monitors, microphones, interpreter consoles, teleconferencing devices, and other courtroom technology.
- Support the design, implementation, and optimization of digital signal processing systems to ensure high-quality audio transmission. Assist in integrating audio feeds within courtrooms, ensuring accessibility for court reporters and proper routing throughout the courthouse.
- Help develop, maintain, and refine AVoIP hardware and programming to support clear and reliable video feeds, ensuring proper configuration within courtrooms and transmission to designated locations as needed.
- Assist in maintaining seamless connectivity and functionality across all audiovisual equipment, networked devices, and network switches through AVoIP programming.
- Coordinate with legal entities, including the U.S. Attorney's Office, Federal Public Defender's Office, federal agencies, and private law firms, ensuring they receive adequate notice of available courtroom technologies.
- Support the development and delivery of training programs for legal professionals, court staff, and external stakeholders to promote proficiency in courtroom technology usage.
- Provide guidance on AV system best practices and assist in stakeholder training related to courtroom technology.
- Assist in the oversight and maintenance of video conferencing systems, configuring and upgrading equipment as needed to ensure reliable virtual participation in court hearings.
- Help train court personnel on video teleconferencing (VTC) systems, ensuring adherence to industry-standard protocols such as H.323 and SIP.
- Ensure courtroom video feeds are properly configured and routable to designated locations within the courthouse for remote monitoring when needed.
- Research, test, and support the implementation of emerging technologies to enhance courtroom AV systems and overall efficiency.
- Assist in developing standardized policies and procedures for courtroom technology utilization, ensuring consistency across all courtrooms.
- Identify courtroom technology in need of upgrades or replacement, supporting research and procurement efforts and assisting in drafting technical specifications for vendor solicitations.
- Help manage courtroom technology inventory, ensuring proper procurement, maintenance, and accountability of all AV-related assets.
- Assist as a technical point of contact for contractors and vendors on AV projects, providing support in installations and system integrations.
- Review bid specifications and provide technical input to court leadership on AV technology proposals to ensure cost-effective and high-quality solutions.
- Support the Clerk of Court, managers, and judges in implementing courtroom technology best practices to prevent inefficiencies and ensure proper usage.
- Ensure assistive listening and language interpretation devices remain operational in all courtrooms, assisting with staff training as needed.
- Participate in local and national conferences, staying informed about advancements in courtroom technology and assisting in knowledge-sharing with other courts.

- Help develop courtroom technology guides and procedural manuals to ensure consistent training for all personnel.
- Assist in implementing scheduled system checks to proactively address potential technical failures before they disrupt proceedings.
- Support efforts to upgrade video conferencing infrastructure for seamless virtual hearings and improved accessibility for legal stakeholders.
- Help strengthen cybersecurity measures for AVoIP systems to protect against unauthorized access and disruptions.
- Perform other duties as assigned.

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## QUALIFICATIONS

**Required Education and Experience:** The successful candidate must possess a bachelor's degree from an accredited college or university in information technology or a field closely related to the subject matter of the position.

**To qualify for the CL-26,** the candidate must also possess a minimum of one year of specialized experience.

**To qualify for the CL-27,** the candidate must also possess a minimum of two years of specialized experience.

**To qualify for the CL-28,** the candidate must also possess a minimum of two years of specialized experience or completion of a master's degree or two years of graduate study in an accredited university in a field closely related to the subject matter of the position.

**Specialized Experience:** Progressively responsible experience that is in, or closely related to, the work of the position that has provided the particular knowledge, skills and abilities to successfully perform the duties of the position.

**Preferred Experience:** The ability to communicate effectively both orally and in writing is critical. Must have excellent interpersonal skills and be able to effectively communicate with technical support staff and non-technical users. Must be able to maintain complete and highly accurate records and files.

Excellent organization skills, the ability to respond to requests on short notice, and the ability to manage multiple tasks and stringent deadlines are essential.

Must exercise good judgment, flexibility, and initiative.

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## BENEFITS

Full-time employees of the United States District and Bankruptcy Courts for the District of Columbia are eligible for a full range of benefits to include:

- A minimum of 11 paid holidays per year
- Paid annual leave in the amount of 13 days per year for the first three years, 20 days per year after three years, and 26 days per year after fifteen years
- Paid sick leave in the amount of 13 days per year
- Federal Employees' Retirement System (FERS)
- Optional participation in the Thrift Savings Plan (TSP), the Federal Employees Health Benefits Program (FEHBP), Federal Dental and Vision Insurance Program (FEDVIP), the Federal Employees' Group Life Insurance (FEGLI), the Flexible Benefits Program, the Commuter Benefit Program, and SmartBenefits (mass transit subsidy up to \$325 per month)
- Employee Recognition Program, budget permitting
- Tuition Assistance, budget permitting
- Workers' Compensation Program
- On-site physical fitness facility
- Flexible work schedule
- Federal Occupational Health Services Program (FOH)/ On-site Health Unit
- Employee Assistance Program (EAP)/Work Life Services
- Virtual Learning through the Judiciary Online University
- Student Loan Forgiveness for Public Service Employees
- Priority enrollment for children beginning at three months of age until kindergarten of all employees of the United States Courts in the Thurgood Marshall Child Development Center (TMCDC)

*For more detailed information about Federal Judiciary benefits, please go to [www.uscourts.gov/careers/benefits](http://www.uscourts.gov/careers/benefits).*

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## CONDITIONS OF EMPLOYMENT

United States citizenship is required for consideration for this position.

Employees are required to adhere to the [Code of Conduct for Judicial Employees](#).

Employees of the United States District and Bankruptcy Court for the District of Columbia are excepted service appointments. Excepted service appointments are "at will" and can be terminated with or without cause by the court.

Employees are required to use the Electronic Funds Transfer (EFT) for payroll deposit.

Final candidates will undergo a background check and must successfully complete a Moderate Risk Background Investigation (MBI), a five-year investigation with five-year periodic updates.

Selection will be made consistent with the provisions of the Equal Employment Opportunity Plan adopted by the United States District and Bankruptcy Courts for the District of Columbia.