

United States Bankruptcy Court
Central District of California

Audio/Visual Specialist



POSITION DETAILS:

Job Grade: CL 28
Salary Range: \$66,434 -
\$107,955

CLOSING DATE: Open until
filled.

The United States Bankruptcy Court, Central District of California is accepting applications for the position of Audio/Visual Specialist. The Audio/Visual Specialist is an excellent opportunity for a motivated team member with an unyielding commitment to the technical advancement of the federal judiciary. The Audio/Visual Specialist will be part of a dynamic team implementing state of the art audio visual technology in courtrooms, conference rooms, and collaborative spaces, including evidence presentation, video conferencing, sound systems, digital recording, digital signage, and IP based telephonic communication systems. The Central District is home to one of the largest bankruptcy courts in the nation, with five divisional offices located in Los Angeles, Santa Ana, Riverside, Woodland Hills, and Santa Barbara, serving a population of 19.4 million people, with 22 judges and over 200 Clerk's Office and chambers employees. The Audio/Visual Specialist is a district-wide position which allows prospective employees the opportunity to be stationed in any of our five divisional offices.

The Audio/Visual Specialist installs and maintains the Court's telecommunications and audiovisual systems. These include videoconferencing, audio conferencing, digital recording, courtroom sound systems, digital signage, structured cabling, telephone, and other audiovisual systems as needed. Specific duties include, but are not limited to the following: conducting needs assessments to determine technical requirements; researching, evaluating, and recommending new communications equipment; troubleshooting equipment and related systems; maintaining telephone systems; scheduling and performing hardware and software installations; performing ongoing routine maintenance and enhancements; supporting the court's audio and video needs; and developing user guides and operating procedures for new equipment. The Audio/Visual Specialist will establish and maintain effective and productive working relationships with vendors, contractors, customers, and co-workers. Routine travel between the Los Angeles, Santa Ana, Riverside, Woodland Hills, and Santa Barbara divisional offices will be required. The Audio/Visual Specialist reports to the Audio/Visual Manager.

Our Mission

To serve the most populous and diverse judicial district in the country by providing bankruptcy relief, fair and impartial justice, and a prompt and efficient resolution of disputes.

The Ideal Candidate

The Court is seeking a candidate with extensive technical knowledge and experience in working with sound systems and their design, including terminology and methodology. Applicants should possess excellent analytical skills, interpersonal skills, and teamwork skills, as well as the ability to communicate effectively both orally and in writing. Knowledge of the following systems preferred: Lectrosonics, Biamp or QSC; Polycom and IRP sound systems; Tandberg, Polycom and Cisco videoconferencing systems; UCView and other digital signage systems; and Extron control systems. Experience with audio/visual and structured cabling is a plus.

Minimum Qualifications

REQUIRED: Applicant must have a minimum of two years progressively responsible specialized experience related to the technical aspects of voice processing systems, audiovisual systems, complex telephone systems, IP protocols and their use in videoconferencing, and the integration of these systems with existing data network, including the accomplishment of complex project assignments that involve systems analysis, design, programming, implementation, integration, and management.

DESIRABLE: A Bachelor's degree in business, information systems, public administration or related field is highly desirable. The following certifications and training are preferred: AVIXA, SynAudCon, CEDIA, Certified Technology Specialist (CTS-I), BICSI RCDD Installation, Extron XTP Systems Technician, AV Associates, or Control Specialist/Professional. Project management experience, including implementation of Agile methodology a plus. The successful candidate should be highly organized, possess sound judgment, and a high degree of initiative.

Benefits

The United States Bankruptcy Court offers a generous benefits package which includes the following:

Ten (10) Paid Federal Holidays

Paid Sick Leave (13 days per year)

13 Days Paid Vacation (for the first three years)

20 Days Paid Vacation (after three years)

26 Days Paid Vacation (after fifteen years)

Participation in the Federal Employees Retirement System (FERS) with employee contribution and full social security coverage.

Health, Dental, and Vision Insurance

Life Insurance Options

Optional participation in an employer-matched Thrift Savings Plan (similar to 401k)

Eligible for Long Term Disability Plan Options

Long Term Care Plan Options

Flexible Spending Account Options

Public Transportation Subsidy

Credit Union Participation

Information for Applicants

- Employees of the United States Courts are not included in the government's Civil Service classification and are considered "at will" in the excepted service. As such, employees may be terminated with or without cause by the court.
- Applicants must be United States citizens or eligible to work for the United States.
- This position is subject to mandatory participation in electronic funds transfer (EFT) for payment of net pay.
- False statements or omissions of information on any application materials or the inability to meet conditions of employment may be grounds for non-selection, withdrawal of an offer of employment, or dismissal after being employed.
- The Court reserves the right to modify the conditions of this job announcement or to withdraw the announcement entirely, either of which may occur without prior written or other notice.
- All information is subject to verification.

Application and Selection Procedures

To be considered for the position, please submit: 1) a completed [AO 78, Application for Federal Judicial Branch Application for Employment](#) or also available at www.uscourts.gov/careers, 2) a list of two (2) professional references; 3) the completed Supplemental Statement described above; and 4) a chronological resume including education, employment, and salary history; management experience; the number and composition of personnel supervised; and the reason for leaving each position. Resumes submitted without Form AO 78 or the Supplemental Statement will not be considered. Verification of employment, education, and reference checks will be made prior to any offer of employment.

Applications will be screened to identify the best qualified and suitable candidate. Only the best qualified candidates will be invited for a personal interview. Interview expenses are not reimbursable. Starting salary will be dependent upon the qualifications of the successful candidate.

Please submit application materials in an envelope marked “**CONFIDENTIAL**” to:

Human Resources Department
Attn: Michele Rudy
United States Bankruptcy Court
255 E. Temple Street, Suite 1058
Los Angeles, CA 90012

Or, email applications materials as one pdf document to:

michele_rudy@cacb.uscourts.gov

Please direct questions regarding this position to Michele Rudy, Human Resources Specialist at (213) 894-5974.