

**UNITED STATES DISTRICT COURT**  
Western District of North Carolina  
**Job Announcement Number: 18-08**

**Position Title:** Courtroom Technology / Network Security Administrator

**Type of Appointment:** Permanent Full-Time

**Position Location:** Charlotte, NC

**Classification:** CL 27 \$49,308 - \$80,197  
CL 28 \$59,128 - \$96,082

*Promotion to CL 28 will not require further competition*

**Open Date:** December 3, 2018

**Closing Date:** December 17, 2018

The United States District Court for the Western District of North Carolina is accepting applications for a Courtroom Technology / Network Security Administrator. This position will be stationed in the Charlotte, NC office. The duties specified herein are intended to provide generalized examples of the major duties and responsibilities that are performed by the incumbent.

**COURTROOM TECHNOLOGY MANAGEMENT**

This is a hands-on technical support position involving the full range of the court's audio-visual capabilities, in eight separate buildings, serving almost 25 courtrooms, conference and training rooms. Responsibilities include but are not limited to: trial support, digital and analog courtroom recording and transcription services, closed-circuit television feeds, audio and video teleconferencing, media archival, PC integration, the design, specification and implementation of A/V equipment for new courtrooms and conference rooms, and the supervision and training of various full-time and part-time staff.

- Develops and implements short-range and long-range A/V improvement plans for the court, ensuring that changes can be implemented with minimal disruption to operations.
- Delivers and sets up portable equipment in courtrooms and conference rooms as needed.
- Creates operating procedures and conducts training on system use and capabilities as required by court staff, counsel, private contractors and others.
- Coordinates warranty work, maintenance agreements and timely repair of equipment for all vendor contracts covering A/V equipment.
- Performs both on-site and remote diagnosis and troubleshooting of technical problems as needed.
- Maintains and develops related software and documentation.
- Make minor changes and adjustments to existing A/V configurations, Crestron Controls and DSPs as needed.
- Travel to all divisional offices and places of court is required.

## NETWORK SECURITY ADMINISTRATOR

- Helps maintain and support the court's Local Area Networks (LANs) and wireless network, including firewalls, switches, UPS systems, wiring & patch panels, and other hardware as assigned.
- Configures, interconnects, and ensures the reliable operation of local area networking switches and endpoints, virtual and physical.
- Performs troubleshooting during failures and conducts detailed investigations to determine root cause and corrective actions.
- Develops and implements short-term and long-range network improvement plans for the court, ensuring that the changes can be implemented with minimal disruption to the court staff.
- Develops technical documentation using a structured writing style.
- Collaborates with the court's IT security officer, Fourth Circuit and Administrative Office IT security staff to assist with the implementation of security policies and works with court departments to establish and raise the security baseline of the court and judiciary.

### REQUIRED QUALIFICATIONS:

The ability to accommodate a flexible work schedule is required. Knowledge of networking and multi-tiered architectures with thorough knowledge of LAN/WAN inter-networking technologies and strong troubleshooting skills. Advanced knowledge of AV communication principles. Knowledge and understanding of the steps required to develop secure IT systems and make modifications to ensure that appropriate security measures are in place and are enforced. Ability to communicate effectively, both orally and in writing, with individuals and groups to provide information, facilitate meetings, influence decision-making, write procedures and provide training.

High school graduation, or equivalent, is required. To be considered for this position at the CL-27 level, two years of specialized experience, including one year equivalent to work at the CL 25 level, is required. To be considered for this position at the CL-28 level, two years of specialized experience, including one year equivalent to work at the CL 27 level, is required.

### COURT PREFERRED QUALIFICATIONS:

- Familiarity with the current offerings of A/V, computer and courtroom equipment vendors including but not limited to: Crestron, Extron, Polycom, Cisco, Kramer, and others.
- The ability to install, configure network switches and firewalls.
- The ability to instruct non-technical personnel in the use of A/V equipment.
- Thorough familiarity with the principles of AV design.
- Basic familiarity with courtroom procedure.
- Basic familiarity with IT security requirements for the courts.
- Bachelor's Degree in a related field and/or a certification in Cisco, Crestron, BiAmp, Extron or AMX is strongly preferred.

### HOW TO APPLY

Applicants must submit the following;

### **INCOMPLETE APPLICATION PACKAGES WILL NOT BE CONSIDERED**

- **AO78 Application for Federal Judicial Branch Employment – *This form can be found on the employment section of our website at <http://www.ncwd.uscourts.gov/employment>***
- **Cover letter and resume**
- **Most recent performance appraisal**

Complete applications should be submitted via e-mail to [hr@ncwd.uscourts.gov](mailto:hr@ncwd.uscourts.gov) by close of business on **Monday, December 17, 2018**, at 5:00 p.m. in order to receive preference. All application materials should be sent as a **single PDF document**. Please reference Job Announcement # 18-08.

## **INFORMATION FOR APPLICANTS**

Only qualified applicants satisfying all qualification requirements, as specified in the vacancy announcement, will be considered for an interview. Placement above the step 1 of the grade for which the applicant qualifies is based on previous relevant experience.

*Applicants must be U.S. citizens or eligible to work in the United States.* Positions in the United States Courts are excepted appointments, are not under the Civil Service System, and are considered “at will” positions. Successful employment with the United States Courts is based on acceptable performance. The court requires employees to adhere to the Code of Conduct for Judiciary Employees which is available upon request.

The United States District Court reserves the right to modify the conditions of this job announcement, or to withdraw the announcement, any of which may occur without prior written or other notice. More than one position may be filled from this posting in more than one location. In the event that a position becomes vacant in a similar classification, within a reasonable time of the original announcement, the Clerk of Court may elect to select a candidate from the applicants who responded to the original announcement without posting the position.

The court is not authorized to reimburse travel expenses for interviews or relocations. This position is subject to mandatory electronic direct deposit of salary payments. Please note: successful candidate will undergo a full FBI background investigation.

### **The Judiciary is an Equal Employment Opportunity Employer**

## **BENEFITS**

The judiciary offers a number of exceptional benefits to its employees. As a judiciary employee, you may be eligible to participate in the following benefits programs:

- Health Insurance
- Dental and Vision Insurance
- Thrift Savings Plans (Retirement savings plan) with a government matching contribution
- Life Insurance
- Paid Annual and Sick Leave
- 13 Federal Holidays per year
- Flexible Spending Accounts (Medical and Dependent Care)
- Commuter Benefit Program
- Long Term Care Insurance

Additional information about federal judiciary benefits and compensation can be found on the United States Courts website career page at: <http://www.uscourts.gov/Careers.aspx>