



**UNITED STATES DISTRICT COURT  
EASTERN DISTRICT OF WISCONSIN  
OFFICE OF THE CLERK**

**Vacancy Announcement#: 21-03**

**Audio/Visual Specialist**

**CL-27 [\$53,943 - \$87,691]\***

**\*Starting salary usually in the low to middle portion of the range, based on qualifications and experience.**

**Position open until filled, with preference given to applications received by September 10, 2021**

This position is in the Clerk's Office of the U.S. District Court in Milwaukee, WI, and reports to the Director of IT and is a member of the IT team. The Audio/Visual Specialist provides technical and administrative support of the court's A/V and telecommunications systems for judges, chamber's staff, and clerk's office staff. Some travel is required to support our satellite court in Green Bay, WI.

**Representative Duties**

- Oversee the day-to-day operation of applicable technology used in the court to ensure reliable and effective operation. Perform requisite programming to systems to accommodate local needs.
- Develop and implement short and long-term A/V and telecommunication plans for the court, ensuring that changes can be implemented with minimal disruption to the court site.
- Determine requirements and oversee all A/V or telecommunication technology projects. Conduct market research and develop scope/statement of work.
- Advise management in all areas of A/V and telecommunication needs, objectives, and capabilities, including anticipation of future requirements and potential problems. Execute implementation plans for courtrooms, conference rooms, and all other A/V needs and systems.
- Establish, coordinate, and provide written operating procedures and hands-on training regarding equipment and system use and capabilities.
- Establish, coordinate, and maintain support and maintenance plans for all A/V and telecommunications systems and equipment. Maintain equipment inventories. Coordinate warranty work, maintenance agreements, and timely repair for vendor contracts.
- Troubleshoot and provide on-site repair, reconfiguration, adjustments, and replacement of A/V and telecommunications equipment and supplies. Maintain and develop software to enhance system operations. Devise security mechanisms to protect hardware and software resources.
- Perform other duties as assigned.

**Minimum Qualification Requirements**

Requires a minimum of four (4) years of relevant work experience at progressively responsible levels in A/V design, implementation, production, and support. Advanced knowledge of theories, principles, practices, and usage of computer hardware and software, inclusive of A/V components and software in line with legacy systems, current systems, and prevailing technologies. Demonstrated accomplishment of A/V project assignments that involved systems analysis, design, programming, implementation, integration, and

management. Thorough knowledge of a multitude of A/V based equipment and software is required in order to provide excellent technical support for courtroom systems and the user base of both internal and external court customers.

Preference will be given to candidates with the following qualifications:

- Bachelor's degree from an accredited college or university.
- Previous experience in a court or legal environment.

Federal benefits package. Employees must use the Electronic Fund Transfer (EFT) for payroll deposit. Applicant must be a U.S. citizen or eligible to work in the United States. The selected candidate will be subject to a background check as a condition of employment. Position will remain open until filled, with preference given to resumes received by September 10, 2021. Only candidates selected for an interview will be contacted. Submit a single PDF including (1) cover letter, (2) resume, and (3) Form AO 78, Federal Judicial Branch Application for Employment [available at [www.uscourts.gov/employment](http://www.uscourts.gov/employment)] to: [employment@wied.uscourts.gov](mailto:employment@wied.uscourts.gov)

#### THE FEDERAL JUDICIARY IS AN EQUAL OPPORTUNITY EMPLOYER

This court provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and interviewing process, please notify human resources. The decision on granting reasonable accommodations will be made on a case-by-case basis.