

# Career Opportunity

## AUDIOVISUAL AND COURTROOM TECHNOLOGY SPECIALIST DISTRICT OF SOUTH DAKOTA



### ABOUT THE COURT

The U.S. District Court for District of South Dakota was established in 1889 when the Dakota Territory was divided into North and South Dakota. The Court handles issues pertaining to federal law within the state of South Dakota and has courthouses in Sioux Falls, Rapid City, Pierre, and Aberdeen.

The U.S. District Court consists of federal court chambers, a clerk's office, and a probation and pretrial services office. The district has three Article III district judges, three senior district judges, and three full-time magistrate judges. Additionally, U.S. Probation has satellite offices in Eagle Butte, Kyle, McLaughlin, Mission, and Winner.

### ABOUT THE POSITION

The U.S. District Court for the District of South Dakota is accepting applications for an experienced Audiovisual and Courtroom Technology Specialist to be in Pierre, Rapid City or Sioux Falls. This position is part of a shared technology services environment that supports the audiovisual, courtroom technology, sound systems and videoconference needs of the U.S. District Court, U.S. Probation Office, and the U.S. Bankruptcy Court.

The primary focus for this position is on the complex system work related to the design, planning, procurement, installation, programming, and maintenance of courtroom technology. The position provides technical and administrative support to the court's audiovisual and telecommunication systems, including but not limited to audio reinforcement, digital recording, video evidence, video production, teleconference, telephonic, and telecommunication systems. When not performing audiovisual duties for the court, the position may provide IT technical support to the district through our Help Desk operation.

#

### POSITION DUTIES AND RESPONSIBILITIES

- Oversee and direct the installation and maintenance of the court's audiovisual systems, video conferencing, digital recording, courtroom sound systems, structured cabling, virtual conferencing, and all other audiovisual systems.
- Troubleshoot and repair technical problems, including cabling, A/V hardware components, and associated software applications and coordinate the repair and maintenance of courtroom systems and equipment with contractors as appropriate.

**Vacancy No.:** 07-23

**Number of Vacancies:** 1

**Location:** Pierre, Rapid City or  
Sioux Falls

**Salary:** CL 28 - \$66,250 - \$107,701  
commensurate with experience

**Employment:** Permanent, full-  
time

**Closing Date:** Open until filled;  
priority consideration given to  
applications received by  
09/29/23

### BENEFITS

- Paid Annual & Sick Leave
- Paid Paternal Leave
- 11 Paid Holidays
- Employer Subsidized Health Insurance
- Group Life Insurance
- Supplemental Vision/Dental Insurance
- Retirement Benefits Plan (FERS)
- Thrift Savings Plan (TSP)
- Flexible Spending Accounts
- Pre-tax benefit programs
- Employee Assistance Program (EAP)
- Telework opportunities



## How to Apply

Please submit the following:

- Cover letter that supports your work experience as it relates to this position
- Resume that includes three (3) professional references
- Completed AO 78 Application for Judicial Branch Federal Employment Forms | [United States Courts \(uscourts.gov\)](https://uscourts.gov)

**All documents must be emailed in PDF format with "Vacancy 07-23" in the subject line to [recruitment@sdd.uscourts.gov](mailto:recruitment@sdd.uscourts.gov).**

Visit our employment site



[www.sdd.uscourts.gov](https://www.sdd.uscourts.gov)

## POSITION DUTIES AND RESPONSIBILITIES CONTINUED

- Provide technical support for integrated courtroom systems.
- Manage the integrated courtroom video equipment, including overflow feeds, video monitors, input cables, digital evidence presentation systems, visual presenters, touch screens, real time delivery systems, videoconferencing systems and overflow, and system controls.
- Manage the integrated courtroom sound systems, including microphones, assistive listening, interpretation systems, recording devices, audio conferencing, and audio overflow.
- Manage courtroom technology upgrades, implementation, and maintenance projects for multiple courtrooms. Perform testing and regular preventive maintenance.
- Provide colleagues with professional, technical training and documentation in all areas concerning audiovisual implementations, tools in use, and utilities.
- Perform system troubleshooting and triage during service failure and participate in investigation to determine root cause and corrective actions.
- Recommend and provide expert advice about the implementation of district-wide audiovisual strategic short-term and long-range plans.
- Determine requirements and oversee audiovisual and telecommunication projects. Conduct market research and develop scope/statements of work. Work with others to procure equipment, solicit, and contract with court vendors/contractors.
- Coordinate warranty work, maintenance agreements and timely repair for all contracts covering audiovisual and telecommunications equipment and supplies.
- Provide technical support and assist in the maintenance of computer systems, telecommunications equipment, and mobile devices.
- Provide technical support for administrative and operations specific national applications, maintaining local functionality of user applications, such as MS Windows, MS Office, SharePoint, Adobe, and Microsoft Exchange.



## SELECTION PROCESS

The most qualified applicants will be invited to one (or more) personal interviews with the court. Applicants selected for interview(s) must travel at their own expense and relocation expenses will not be reimbursed.

Prior to appointment, the person selected for this position will be required to undergo an FBI background check and investigation. Employment is considered provisional until the background check is successfully completed. Employees are subject to updated background investigations every five years.

[www.sdd.uscourts.gov](http://www.sdd.uscourts.gov)

## POSITION DUTIES AND RESPONSIBILITIES CONTINUED

- Serve as an IT support technician for Help Desk operations, including assessment of complex problems, researching solutions, and supporting network/database/system administrator and escalating to other subject matter experts as required. Troubleshoot devices at the hardware level.
- Routine travel within the district will be required. Infrequent out of state travel may be required.

## MINIMUM QUALIFICATIONS

The successful applicant should have a high school diploma and a minimum of three years specialized experience:

- Extensive technical knowledge and experience in working with sound systems and their design, including terminology and methodology; knowledge of diagrams, schematics, and architectural drawings
- Experience in project management
- Experience in networked audio and video
- Knowledge of video conferencing concepts and products
- Knowledge of networking fundamentals such as TCP/IP, addressing, VLANs, and switches
- Experience with Zoom and Teams video service, SIP/H323
- Knowledge of wireless microphone usage in a dense wireless environment and knowledge of FCC frequency allocation
- Knowledge of audiovisual concepts and theories
- Familiarity with Crestron Control systems, Biamp and Polycom equipment and systems
- Exhibit a knowledge of virtualization, operating systems, servers, workstation products, and network infrastructure topologies
- Experience in an IT environment working with team members collaboratively, supporting on-site and remote workers, and creating office environment solutions to improve workflow
- Ability to provide customer service and troubleshoot issues in both an in-person and remote environment
- Knowledge and ability to support Office 365 suite products and Adobe Acrobat software
- Proficiency in Microsoft Windows 10
- Able to communicate effectively (orally and in writing)

## PREFERRED QUALIFICATIONS

- Bachelor's degree in electrical engineering, computer science or related discipline
- Five years of specialized experience related to the technical aspects of voice processing systems, audiovisual systems, IP protocols and their use in video conferencing, and the integration of the systems into existing data networks, including the accomplishment of complex project assignments that involve system analysis, design, programming, implementation, and management
- Courtroom experience, federal court experience a plus
- AVIXA CTS certification



## **CONDITIONS OF EMPLOYMENT**

- Applicants must be U.S. citizens or eligible to work in the United States
- Judiciary employees must adhere to the Code of Conduct for Judicial Employees.
- Employees of the United States District Court are hired under excepted appointments and are considered “at will” employees.
- This position is subject to mandatory electronic funds transfer participation of net pay (direct deposit).
- The U.S. District Court reserves the right to amend or withdraw any vacancy announcement without written notice to applicants. If a subsequent vacancy of the same position becomes available within a reasonable amount of time after the original announcement has closed, the Court has the right to select a candidate from the applicant pool of the original vacancy announcement.

**THE DISTRICT OF SOUTH DAKOTA IS AN EQUAL OPPORTUNITY EMPLOYER  
AND COMPLIES WITH THE FAIR CHANCE TO COMPETE ACT**

# JUDICIARY BENEFIT DETAILS

## Employer Contributions

- FERS eligible employees receive judiciary-paid Basic Benefit contributions each pay period
- Optional Thrift Savings Plan (TSP) enrollment for pre- or post-tax (Roth) withholdings
- Optional TSP catch-up contribution for employees age 50+
- Participating TSP employees receive 100% match for first 3% contributed to the plan and \$.50 per \$1.00 match for the next 4-5% up to a maximum 4% employer match
- TSP eligible employees also receive an automatic 1% contribution to their TSP plan each pay period
- Social Security benefits contributed at 6.2% of employee earnings up to annual SS Wage Base
- On average, 72% of an employee's total health insurance premium is paid by the judiciary with enrollment choices of Employee, Employee +1, and Family coverage
  - Over 20 different FEHB plan options available with varying deductible and co-pay limits
- Judiciary pays 1/3 of the cost for employee's Basic Life Insurance
- Free Employee Assistance Program (EAP) available to employees, spouse, and/or dependents 24 hours a day, 7 days a week

## Time Off

- Annual leave
  - 0-3 years of service accrue 4 hours/pay period
  - 3-15 years of service accrue 6 hours/pay period
  - 15+ years or service accrue 8 hours/pay period
- Sick leave: accrue 4 hours/pay period with no limit cap
- Bereavement Leave: up to 104 hours of paid bereavement leave per year paid from sick leave bank
- Paid Parental Leave: up to 12 weeks of paid leave for childbirth or adoption (eligibility conditions apply)
- Bereavement Parental Leave: up to 2 weeks paid for loss of child
- Compensation time earned based upon employee classification level
- Administrative Leave: discretionary leave granted for voting, emergency closures, etc.
- Paid Holidays – minimum of 11 paid holidays per year: New Year's Day, Martin Luther King Jr. Day, President's Day, Memorial Day, Juneteenth, Independence Day, Labor Day, Columbus Day, Veteran's Day, Thanksgiving Day, and Christmas Day

## Other Judiciary Benefits

- 10 different vision insurance plans
- 16 different dental insurance plans
- Flexible benefit health care reimbursement
- Flexible benefit dependent care reimbursement
- Paid employee parking
- Supplemental life insurance for spouse and children
- Accidental Death & Dismemberment (AD&D) insurance coverage
- Long-term care insurance
- Disability insurance
- Disability retirement (eligibility conditions apply)
- Professional liability insurance reimbursement
- Employee referral bonus
- Flexible scheduling/telework opportunities (eligibility conditions apply)
- National Leave Transfer Program - donated paid time off for employees needing extended leave due to medical complications, childbirth, or other emergencies
- Hotel discounts via FedRooms.gov
- Continuing education and local/national training and informational opportunities:
  - Judiciary Online University virtual learning + monthly benefit webinars

## In Retirement

- Full continuation of health insurance for employee and spouse with continuation of judiciary-paid premiums (eligibility conditions apply)
- If FERS-eligible, receive a monthly paid Basic Benefit annuity with survivor annuity option
- Monthly-paid FERS annuity supplement ("social security bridge") paid by OPM if retiring under age 62
- TSP participant withdrawal options via monthly, annual, or as needed basis with additional options to purchase TSP annuities
- Optional continuation of life insurance coverage (eligibility conditions apply)
- Fully paid out unused annual leave hours
- Unused sick leave hours are converted and added to service credit time increasing monthly FERS payment

See the [Total Compensation Estimator](#) to see how the judiciary contributes to the benefits of every employee.