

UNITED STATES BANKRUPTCY COURT

DISTRICT OF ARIZONA

230 N. 1ST AVENUE, PHOENIX, AZ 85003



JOB TITLE: Courtroom Technology Specialist (CL 27)

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|----------------------|------------------------|-------------------------|-------------------|
| Department: | Information Technology | Vacancy #: | 25-05 |
| Location: | Phoenix, AZ | Travel Required: | Occasional |
| Salary Range: | \$61,856 - \$100,574 | Position Type: | FTE (full-time) |
| Date Posted: | June 30, 2025 | Closing Date: | Open Until Filled |

Preference will be given to applications received before July 11, 2025.

INTRODUCTION

The U.S. Bankruptcy Court | District of Arizona is looking for a Courtroom Technology Specialist to join our Information Technology team in Phoenix, AZ!

Candidates will find the U.S. Bankruptcy Court to be a fantastic opportunity to start or grow their career with the federal court system, offering a stable, positive, and professional work environment, a competitive salary range, and full federal benefits. This position may be eligible to participate in a flexible work schedule, per local policy.

The Courtroom Technology Specialist reports directly to the Director of Information Technology & Systems and is responsible for the planning, design, maintenance, and day-to-day operation of audio/visual equipment, docket displays, software, communication systems, cabling and other infrastructure used in courtrooms, conference rooms, lobbies, offices, and specialized training/meeting rooms to ensure reliability and ease of use. This role assists court users with general hardware and software questions and issues and completes routine travel to Tucson and Yuma offices to support A/V systems and projects when required.

REPRESENTATIVE DUTIES

The representative duties are intended to provide general examples of major duties and responsibilities that are performed by this position and do not reflect all duties assigned.

- Troubleshoot issues relating to audio/visual hardware, audio digital signal processing, monitors, microphones, interpreter systems, teleconferencing devices and software, recording software, cabling, and other courtroom and A/V system technology.

- Configure devices and systems for proper operation using available software and hardware. Consult with vendors for remote support; make firmware updates as needed and follow security guidelines.
 - Serve as the Zoom Administrator for the court, maintaining our licenses and instructing others on use.
 - Perform requisite programming to A/V systems to accommodate local needs, and to optimize sound and video performance.
 - Monitor the latest A/V technology and design, develop, and install system upgrades or features which satisfy local court needs. Make adaptations to national courtroom design and system recommendations. Plan and acquire specific systems to meet specialized local needs
 - Manage projects and work with vendors to install A/V equipment and programming upgrades.
 - Test and evaluate audio/visual technology prior to application in court environments.
 - Develop and instruct on procedures for video and teleconferences for the court. Procedures may involve tasks such as scheduling, basic troubleshooting, setting up equipment, initiating calls, and monitoring equipment during conferences.
 - Serve as instructor for courtroom deputies and non-technical staff on running courtroom hearings and trials both in-person, remote, and hybrid (some participants remote and some in the courtroom). Develop procedural guidelines and training documentation, as needed for end users.
 - Serve as liaison with other federal agencies and outside parties who may be using Arizona Bankruptcy courtrooms or conference rooms.
 - Act as primary technical contact for contractors and other outside vendors when audio/video systems are being installed or are under repair.
 - Serve as back-up to Technology Specialists to assist users on general computer, printer, software, and Office 365 issues as they arise.
 - Other duties, as assigned
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POSITION QUALIFICATIONS

Knowledge

- Knowledge of Teams and Zoom use for video conferencing

- Knowledge of control systems, video presentation systems, video conferencing, audio systems, networking, and courtroom and conference room infrastructure
- Knowledge of scripting logic (such as Python or JavaScript), logic blocks, and signal flow

Skills

- Skilled in designing audio/visual courtroom systems
- Skilled in project management when working with vendors on courtroom upgrades
- Skilled in communicating with others via oral or written communication
- Skilled in communicating technological information into layman's terms for non-technical staff
- Skilled in keeping organized, detailed records on equipment, spares, A/V drawings, and programs

Abilities

- Ability to troubleshoot and test courtroom audio/visual issues
- Ability to read, follow, and/or create courtroom system diagrams in drawing tools such as AutoCAD.
- Ability to remain organized during multiple projects
- Ability to multi-task when there are multiple issues, tasks, or projects at the same time
- Ability to train others in courtroom and conference room technology use
- Ability to consistently demonstrate sound ethics and judgement
- Ability to make programming changes and configure key equipment from manufacturers, such as Crestron, Extron and Biamp (preferred)

Minimum Education and Experience

- Four (4) years of specialized experience

Preferred Education and Experience

- Bachelor's Degree from an accredited college or university in audio/visual technology, information technology, computer science, or a closely related field with superior academic achievement, plus a minimum of two (2) years' specialized experience
- Extron and Biamp programming certifications

**Specialized Experience: Progressively responsible experience in the field of audio-visual technology and the duties described.*

**Superior Academic Achievement: Overall "B" grade point average equaling 2.90 or better of a possible 4.0*

PRE-HIRE REQUIREMENTS

- **Security/Background Investigation:** The chosen applicant will be required to undergo a full local and Office of Personnel Management (OPM) background investigation, including

fingerprinting, and every five (5) years thereafter. Successful candidates or provisionally hired pending the results of the background checks.

POST HIRE REQUIREMENTS / CONDITIONS OF EMPLOYMENT

- **Citizenship:** The chosen applicant must be a citizen of the United States or a permanent resident working towards citizenship, legally eligible to work in the United States.
- **Code of Conduct:** All employees are required to adhere to the Code of Conduct for Judicial Employees
- **At-Will Employment:** The U.S. Courts are considered an at-will employer and service appointments may be terminated at any time with or without cause

BENEFITS

- 11 Paid Holidays
- 13 Days of Annual Leave (4.0 hours accrued every pay period, with increased accrual after three years of federal service)
- 13 Days of Sick Leave (4.0 hours accrued every pay period)
- A variety of employer-subsidized health, dental, vision, and life insurance plans
- Required participation in the Federal Employees Retirement System (FERS) pension plan
- Optional participation in the Thrift Savings Plan (Traditional and Roth) with employer matching
- Flexible work schedules with the ability to participate in telework opportunities, depending on court/business needs
- Participation in the Public Service Loan Forgiveness Program
- Public transportation subsidies

APPLICATION PROCESS

To apply for this position, qualified candidates must submit the following documents as **one pdf document** to **azbrecruitment@azb.uscourts.gov**:

1. An introductory cover letter with the following:
 - Vacancy announcement number 25-05
 - Why you are interested in this position and what makes you best suited for this position
 - Highlighted qualities and/or strengths that you will bring to the position
 - Description of your core values
2. A current, detailed resume that includes information about training or certifications you possess
3. Form AO-78, Application for Judicial Branch Employment
 - Download this document at <https://www.azb.uscourts.gov/employment>

The U.S. Bankruptcy Court | District of Arizona is an Equal Opportunity Employer. We value diversity and are committed to equity and inclusion in our workplace. The Court encourages applications from all qualified individuals and seeks a diverse pool of applicants in terms of race, ethnicity, national origin, sex, gender identity and expression, sexual orientation, age, languages spoken, veteran's status, disability, religion, and socio-economic circumstance.

Due to the volume of applications received, only applicants who are tested and/or interviewed will receive a written response regarding their application status.