

**Vacancy Announcement**  
Technology Production Specialist  
(term one-year position)  
Information Technology Office  
Federal Judicial Center  
Washington, DC 20002-8003

The purpose of the Federal Judicial Center is to further the development and adoption of improved judicial administration in the courts of the United States, primarily through rigorous and objective research and education. Congress established the Center in 1967 as a separate organization within the federal judicial system at the request of the Judicial Conference of the United States. A nine-member board, chaired by the Chief Justice of the United States, determines the Center's basic policies.

The Information Technology Office (ITO) works with the other divisions in the Federal Judicial Center, including Research and Education. ITO consists of an applications development team, a systems team, a help desk team, and a program technical support team.

The Information Technology Office has an opening for a Technology Production Specialist to provide IT and audio/visual support at educational programs for judges and judicial branch personnel. This position requires substantial travel.

**DUTIES AND RESPONSIBILITIES:**

- Work collaboratively with federal judges, judicial branch personnel, and other faculty before and during educational presentations that require IT and audio/visual support. Many of the presentations are off-site, so extensive travel is required. Such support is delivered through premium customer service and utilizing state-of-the-art technology. This technology includes: windows and mac laptops; smart tablets; audience response systems; projectors, digital audio recorders; multichannel mixers; video cameras; wired and wireless microphones; video switchers; Microsoft Office Suite; portable and secure WiFi; and video walls.
- Provide high level A/V and IT technical support for programs and meetings. This includes serving as an in-room technician for travel-based and local programs for multiple hours.
- Connect PCs, Macs, tablets, phones and other devices to WiFi and static internet.
- Ship, store and maintain all equipment per industry and FJC standards using an inventory system.
- Maintain A/V components in auditorium, conference and training rooms for use by the Center.
- Capture, edit and author video and audio recordings of files using non-linear editing systems.
- Maintain archive of digital recorded assets.
- Provide assistance with presentations using presentation software applications.
- Assist in the distribution of equipment to staff for on and off-site programs.

- Maintain calendars and schedule of personal meetings, agendas and travel for program needs.
- Occasional heavy lifting (50 - 60 lbs.).
- Perform other duties as assigned.

### **QUALIFICATIONS:**

#### **Applicants must:**

- Possess an undergraduate degree in communications, audio visual or related area, and one year of work related experience;
- Demonstrate knowledge of all pertinent features of IT and audio-visual equipment;
- Travel as much as two to three weeks per month to various locations throughout the United States (especially high travel during the summer);
- Occasionally travel on weekends for set-up and program preparation;
- Be professional and maintain decorum in high stress and time sensitive situations;
- Display excellent customer service skills;
- Use organizational and time management skills when carrying out responsibilities;
- Show the ability to work collaboratively and cross-functionally;
- Have a drive to keep pace with industry changes and innovations;
- Quickly troubleshoot and solve problems with minimal interruption;
- Communicate effectively and professionally; and
- Be able to kneel, bend, and reach in order to perform certain duties such as equipment movement and set up.

#### **Highly desirable qualifications for the position are:**

- Experience and demonstrated ability operating and maintaining audience response systems, audio-visual equipment (e.g., projectors, windows and Mac laptops, smart devices (both iOS and Android), wired and wireless microphones, multichannel mixers, video switchers, cables, AMX touch panels and conference room technology);
- Knowledge in configuring WiFi on various devices (PC, Mac, tablets);
- Knowledge of Microsoft Office Suite;
- Knowledge of inventory management systems;
- Demonstrated knowledge of cable signal flow for video and audio devices;
- Ability to lift heavy packages/cases;
- Demonstrated knowledge of non-linear audio and video editing applications such as Adobe Premiere;
- Demonstrated knowledge of collaborative technologies such as web conferencing; and
- An understanding of the federal courts.

### **SALARY AND BENEFITS:**

This is a term, one-year position with the possibility of extension at the Center's discretion. The starting salary is set at \$52,225. This position falls in the Center's pay band III which has a salary range up to \$97,909. For a successful candidate who is not currently a member of the Center staff, a higher starting salary, but not to exceed \$54,836, may be considered based upon the

successful candidate's current salary. If the successful internal candidate's salary falls above the range minimum that salary will be matched up to his/her current salary.

Federal government benefits are applicable. An array of supplemental benefits are also offered including a transportation subsidy and a flexible benefit program allowing for pre-tax deductions for health insurance, health care, dependent care, and commuter expenses. The FJC is located in the Thurgood Marshall Building, conveniently situated to public transportation directly beside Union Station. The Marshall Building houses a child development center and a health fitness facility for its tenants.

This position does not carry the tenure rights of positions in the competitive civil service.

**APPLICATION PROCEDURES:**

In a cover letter referring to Announcement #19-08T, please indicate specifically how you satisfy the qualifications listed above. Applications without the required cover letter or with cover letters that do not address the qualifications will not be considered. Along with the cover letter, please include a current resume that specifies dates of employment and responsibilities for all related positions. A cover letter and resume in one combined PDF document is preferred.

All applications should be submitted to:

Federal Judicial Center  
ATTN: OA/Human Resources Office, Room 6-190  
Announcement #19-08T  
Thurgood Marshall Federal Judiciary Building  
One Columbus Circle, NE  
Washington, DC 20002-8003  
OR  
[personnel@fjc.gov](mailto:personnel@fjc.gov)

When applying, please refer to Announcement #19-08T. This vacancy will remain open until filled but to assure full consideration, applications must be received by May 31, 2019.

**KEY REQUIREMENTS:**

- You must be a United States Citizen, subject to the exceptions enumerated at <http://www.uscourts.gov/careers>.
- Selectee must favorably complete a background investigation.
- Relatives of Center staff members may not be employed at the Center in any capacity.
- All requirements must be met for full consideration.

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