



**UNITED STATES
DISTRICT COURT
DISTRICT OF MINNESOTA**

Human Resources Office
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HR-USDC@mnd.uscourts.gov

**Warren E. Burger Federal
Building and U.S. Courthouse**
316 North Robert Street
Room 100
St. Paul, MN 55101

**Diana E. Murphy
U.S. Courthouse**
300 South Fourth Street
Room 202
Minneapolis, MN 55415

**Gerald W. Heaney Federal
Building and U.S. Courthouse
and Customhouse**
515 West First Street
Duluth, MN 55802

**Edward J. Devitt U.S.
Courthouse and Federal
Building**
118 South Mill Street
Fergus Falls, MN 56537

**NOTICE OF JOB OPPORTUNITY
AUDIO/VISUAL SPECIALIST**

Vacancy Announcement #: 2025-01

ANNOUNCEMENT DATE: January 14, 2025

CLOSING DATE: Open Until Filled; preference given to applications submitted by February 3, 2025, 4:00 p.m. Central Time

POSITION: Audio/Visual Specialist, Full-time

STARTING LEVEL/SALARY: CL 27 (\$64,467 - \$102,803/annually) – Promotion potential to CL 28 after one year

AREA OF CONSIDERATION: Internal and External

LOCATION: Minneapolis, MN

PREFERRED JOB START DATE: February 2025

POSITION OVERVIEW

The Audio/Visual (AV) Specialist will work in a team environment providing support to the Judges and staff of the U.S. District Court and U.S. Probation Office. The AV Specialist is responsible for assisting in planning, research, design, installation, maintenance, support and training for AV systems and services. Incumbents will also provide general IT support and other IT tasks as needed.

REPRESENTATIVE DUTIES

- Oversee the day-to-day operation of applicable AV technology to ensure reliable and effective operation.
- Troubleshoot AV issues. Provide on-site repair, reconfiguration, adjustments, and replacement of AV equipment and supplies.
- Perform testing and regular preventive maintenance.
- Configure security mechanisms to protect hardware and software resources.
- Provide software and hardware support for all AV systems.
- Create and maintain AV documentation.



- Serve as liaison with other federal agencies such as the U.S. Attorney's Office, Federal Public Defender's Office, and ensure offices receive adequate notice of available court technology. Serve as training coordinator for attorneys and staff using courtroom technology.
- Assist in developing procedural guidelines and training documentation, as needed for end users.
- Recommend, schedule, plan, inventory, and oversee the cyclical replacement of equipment ensuring minimal disruption to the court.
- Review bid specifications.
- Act as primary technical contact for contractors and other vendors when audio/video systems are being installed or are under repair.
- Participate in conferences and similar gatherings to continue professional development.
- Setup and teardown of audio-visual equipment for use in large trials and special events including speakers, microphones, and video equipment (microphones, large screen monitors, cabling).
- Assist and learn from other courts with AV design and installation coordinated by the Center for Judicial Excellence in Courtroom Technology.
- Provide backup assistance to other IT staff.
- Perform other related duties, as assigned.

MINIMUM QUALIFICATIONS

- High school diploma or equivalent; and
- Two years of specialized experience. Specialized experience is progressively responsible experience designing, implementing or maintaining computer systems that included completing computer project assignments involving systems analysis, computer programming, systems integration, and information technology project management.

PREFERRED QUALIFICATIONS

- Bachelor's degree from an accredited college or university.
- Understanding of signal processing and delivery methods for wired and wireless audio and video systems.
- Ability to install and maintain a diverse collection of audio/video equipment in geographically separated areas.
- Demonstrated ability to isolate component issues.
- Knowledge of, and skill in, using supported applications and their design. Knowledge of theories, principles, practices, and usage of computer and audio/video hardware and software, signaling and routing hardware, and data communications systems. Knowledge of capabilities, limitations, and functional applications of data communications equipment inclusive of audio/video components.
- Knowledge of flowcharting, form design, and control procedures. Ability to meet established deadlines and commitments.
- Knowledge of, and skill in, information technology project management. Ability to coordinate and manage the work of vendors and other professional and technical staff.
- Working knowledge in Crestron, Extron, and Biamp systems, control panels, and components.
- Ability to read and understand CAD drawings, blueprints, and signal routing schemas.



- Ability to communicate technical information effectively (orally and in writing) to end users in a manner that they can understand.
- Ability to work on multiple tasks, be flexible and tactful when working under pressure in a team environment.
- Desire to learn new technologies and creatively solve problems by researching solutions and collaborating with other AV specialists within the federal courts.
- Experience in configuration and basic programming within Crestron (NVX), Shure, Extron and Biamp environments.
- AVoIP experience.
- Experience with AV technology within a courtroom environment.

ENVIRONMENTAL DEMANDS

- Work is performed primarily in an office setting or courtroom.
- Some travel may be required.
- Some lifting of moderately heavy equipment is required to handle and set up equipment in the courtroom.
- Ability to perform infrequent after-hours work as needed.

APPLICATION INFORMATION

To apply, email the PDF documents to hr-usdc@mnd.uscourts.gov and add “2025-01 AV Specialist” in the email subject line.

Please include the following in PDF format:

- Application for Employment (AO78) Found here - <https://www.uscourts.gov/forms/human-resources-forms/application-judicial-branch-federal-employment>;
- Resume; and
- Name and contact information for three (3) professional references.

All application materials received will be reviewed to identify the best qualified candidates. **Only applicants selected to proceed to the next phase of the selection process will be notified.** All application materials must be attached to the email as directed.

If interviews are held in person, applicants are responsible for any travel costs.

The U.S. District Court reserves the right to modify the conditions of this job announcement, to withdraw the announcement, and to fill the position sooner than the closing date, if a closing date is shown, any of which actions may occur without prior written notice.



CONDITIONS OF EMPLOYMENT

Applicants must be U.S. citizens or permanent residents seeking U.S. citizenship. Noncitizens must execute an affidavit indicating their intent to apply for citizenship when they become eligible to do so.

Judiciary employees serve under excepted appointments and are considered “at-will” and may be terminated with or without cause or notice by the court.

Employees of the U.S. District Court are not classified under Civil Service.

The U.S. District Court requires employees to adhere to the [Code of Conduct for Judicial Employees](#). This position is also subject to mandatory Electronic Fund Transfer (EFT) for payroll deposit.

The final candidate is subject to FBI Fingerprinting and a background investigation, including criminal history. Employment is provisional and contingent upon a successful background check.

BENEFITS

Pay is only part of the generous total compensation package you will receive while working for the federal Judiciary. We offer employees a diverse group of benefit programs and family friendly flexibilities to meet the needs of you and your family.

- The opportunity to serve in a rewarding public service position.
- Accrual of paid vacation and sick leave.
- 12 paid federal holidays.
- Extensive health, life, dental, vision, and long-term care insurance plans.
- A defined benefit pension plan.
- Traditional (pre-tax) and Roth (after-tax) retirement savings and investment plans through the Thrift Savings Plan (TSP) with employer matching contributions.
- Pre-tax transportation, medical, and childcare reimbursement accounts.
- Transit Subsidy Program.
- On-site fitness center.
- Opportunity for hybrid work arrangement and alternative work schedules.
- More information about our valuable benefits found on <https://www.uscourts.gov/careers/benefits>

The U.S. District Court is an Equal Opportunity Employer