



CAREER OPPORTUNITY

United States Bankruptcy Court
Central District of California

Los Angeles Division
255 E. Temple Street
Los Angeles, CA

Santa Ana Division
411 West Fourth Street
Santa Ana, CA

Riverside Division
3420 Twelfth Street
Riverside, CA

San Fernando Valley
21041 Burbank Boulevard
Woodland Hills, CA

Northern Division
1415 State Street
Santa Barbara, CA

BASIC INFORMATION

Position: Court Technology Specialist

Location: Riverside

Salary: CL 27 \$ 67,479 - \$ 109,698

Announcement: 24-02

Opening Date: June 14, 2024

Closing Date: Until Filled

POSITION OVERVIEW

Have you wondered how your technical skills and talents could make a difference and aid others? The mission of the United States Bankruptcy Court for the Central District of California is to serve the most populous and diverse judicial district in the country by providing bankruptcy relief, fair and impartial justice, and a prompt and efficient resolution of disputes. The Court is seeking a Court Technology Specialist to help harness the potential of technology to further the mission of the court and meet the evolving needs of judges, staff, and the public.

We want to hear from anyone who is enthusiastic about advancing the mission of the court, effecting change through the use of technology and committed to continual skill development and learning.

The position is responsible for providing high quality customer service and supporting all audio-visual needs and end-user technologies which include installing, monitoring and maintaining the court's audio-visual equipment, hardware, software, telecommunication, and network. The specific duties of the Court Technology Specialist include, but are not limited to the following: Installing, maintaining and ensuring operation of audio-visual equipment, including display devices, video conferencing, digital recording, courtroom sound systems, digital signage, structured cabling, telephone and other audio-visual systems as needed; assisting in the planning, coordination, implementation, and support of audio-visual and computer related policies and procedures; monitoring and responding to day-to-day audio-visual and IT Help Desk activity as well as logging all activity and resolutions via ticketing system; providing input and recommendations regarding IT-related projects as assigned; providing hands-on deployment of court computing systems and mobile devices; providing end-user training on audio-visual and general computer hardware/software as needed; developing documentation regarding support and/or project activities; and maintaining detailed inventory of all devices. Occasional extra hours and work schedule flexibility may be required to meet the needs of the Court. Routine travel to other divisional offices may be required based on workload, project requirements and coverage needs.

QUALIFICATIONS

To qualify for the position of Court Technology Specialist, an applicant must possess a minimum of two (2) years specialized experience or completion of a bachelor's degree. Specialized experience is progressively responsible experience related to audio-visual technology, office-environment automation, data networking, courtroom technology, videoconferencing, personal computing, and their application, terminology and methodology, including the accomplishment of computer project assignments that involve system analysis, design, implementation, integration and management. The candidate must possess the ability to analyze problems and assess the practical implications of alternate solutions. Must have outstanding organizational and interpersonal skills and be capable of effectively explaining technical concepts to personnel at all levels of IT knowledge. Excellent written and oral communication skills required. Applicants must be able to plan, organize, and prioritize work in an effective and timely manner. Experience working with desktops, laptops, hybrid, mobile devices and audio/visual equipment required. Windows 10 and Active Directory experience required; Office365, iOS, audio/visual control systems, video conference system support experience preferred; scripting and Power Shell highly desirable. Prior work experience with the Federal Judiciary a plus.

EDUCATION

Completion of a bachelor's degree in Computer Science, Telecommunications, Audio or Electrical Engineering, Information Technology, Management Information Systems or related field is highly desirable. High School Diploma, GED, or the equivalent is required. The following certifications are preferred: AVIXA Certified Technology Specialist (CTS, CTS-I, CTS-D), Extron Certifications, QSC Certifications, SynAudCon completion, AV over IP, Dante, BICSI certifications, RCDD, AV Installation, AV Associates, CompTIA A+, NET+, MCP, or HDI's SCA.

PLEASE NOTE: Education transcripts must be submitted for verification prior to the start of employment.

BENEFITS

The Judiciary offers a generous benefits package to its employees which may include:

- 11 paid holidays per year
- 13 days of paid vacation (for the first three years)
- 20 days paid vacation (after three years)
- 26 days paid vacation (after fifteen years)
- Medical coverage with a government contribution (choose from a variety plans, health premiums may be deducted as pre-tax dollars, optional participation)
- Vision and dental insurance
- Life insurance program with government contribution (optional participation)
- Long-term disability insurance for employee and eligible family members (optional participation)
- Long-term care insurance (optional participation)
- Flexible Spending Account (pre-tax contributions for health/dependent care/transportation expenses, optional participation)
- Public transportation subsidy (dependent on fiscal year funding)
- Federal Employees Retirement System (FERS)*
- Thrift Savings Plan (employee matching, similar to 401K, optional participation)
- Student Loan forgiveness is available to those qualified, pursuant to the terms of the Public Service Loan Forgiveness (PSLF) program.



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INFORMATION FOR APPLICANTS

Applications should be submitted by email to HRApplications@cacb.uscourts.gov. Attached documents must be in PDF format and the email should reference the *position title and vacancy no.* in the subject line. Applications may be mailed or submitted in person to the Human Resources Department located at 255 East Temple Street, 10th Floor, Los Angeles, CA 90012.

The Court reserves the right to modify the conditions of this job announcement, withdraw the job announcement, or fill the position(s) sooner than the closing date, if a closing date is shown, any of which actions may occur without any prior written or other notice. This job announcement may involve filling more than one position described herein. This position is subject to mandatory EFT participation for payment of net pay (i.e., Direct Deposit). Successful applicants selected for interview may be required to respond to a written questionnaire. The United States Bankruptcy Court is an at-will employer and requires employees to adhere to a Code of Ethics and Conduct which is available to applicants for review upon request. The final candidate will be subject to a records check with law enforcement agencies. Verification of employment eligibility according to the Immigration Control and Reform Act of 1986 will be required of all new employees of the Bankruptcy Court.

The United States Bankruptcy Court is an Equal Opportunity Employer. The [Ninth Circuit EEO Plan](#) is available for review upon request. We appreciate your interest in employment with the United States Bankruptcy Court.