



***United States District Court
Northern District of West Virginia
Vacancy Announcement***

Position Title: Courtroom Technology Specialist
Location: Northern District of West Virginia
Open Date: October 2, 2024
Job Grade/Salary: CL 26/25 TO CL 26/61 (\$66,036 - \$97,925) – Salary dependent upon location, experience, and qualifications. Potential promotion eligibility without further competition.
Deadline: First cut-off date for review of applications is October 11, 2024. Position is open until filled.
Announcement # WVN 2024-03

Position Description:

The Courtroom Technology Specialist is responsible for assisting with less complex courtroom functions such as attending and logging court proceedings, processing orders, recording proceedings, and/or similar courtroom deputy duties. In addition, the Courtroom Technology Specialists research, recommendations, maintenance, and training on three categories of equipment, software, and systems: Audio/video systems and services, including courtroom sound, streaming audio and video, video/electronic evidence presentation equipment, projectors, and video conferencing equipment; including hardware and software, wires and wireless synchronization, data management, and conversion; and, mobile computing (laptops) and support for traveling and home users who telework.

Duties include, but are not limited to, the following:

- Oversee the day-to-day operation of applicable technology used in the court to ensure reliable and effective operation. Perform requisite programming to systems to accommodate local needs.
- Troubleshoot devices at the hardware level, such as serial or hardware device level interfaces. This may include controlled distribution systems and wireless systems. Configure devices and systems for proper operation using available software and hardware and via remote support from vendors.
- Manage and organize exhibits used in court proceedings, including setting up and troubleshooting electronic evidence presentation systems. Attend court sessions and conferences. Assist with the orderly flow of proceedings; including, but not limited to, setting up the courtroom, assuring presence of all necessary participants, and managing exhibits. Take notes of proceedings, rulings, notices, and prepare minute entries electronically.
- Review cases or reports for necessary actions. Keep judge and immediate staff informed of case progress. Assist the judge and parties in jury selection and maintain records of jury selection and attendance.

- Act as liaison between the clerk's office, the bar, the public, and the judge to ensure that cases proceed smoothly and efficiently. Maintain contact with counsel during deliberations. Schedule court reporters and interpreters; process transcripts; arrange for transcriptions; answer questions from parties and the public regarding obtaining transcripts.
- Docket orders, pleadings, judgments, and minutes as directed by local court policy, utilizing applicable automated systems.
- Assist in the accurate statistical reporting requirements of the Administrative Office. Review the quality of electronically filed documents, ensuring that all orders and automated entries are appropriately and accurately docketed, and make summary entries on the docket of all documents and proceedings.
- Develop, recommend, and implement standard policies and procedures pertaining to the introduction and utilization of new mobile technology and equipment for courtroom technology environments. Assist in the development and implementation of short- and long-range technological improvements, ensuring minimal disruption to courtroom activities.
- Advise the court in areas of technology support, requirements, and capabilities including anticipation of future requirements and resolution of potential problems prior to implementation.
- Monitor latest technology and recommend, develop, and install system upgrades or features which satisfy local court needs. Make adaptations to national systems. Plan and acquire specific systems to meet specialized local needs. Develop software to meet local needs.
- Test and evaluate new technology prior to application in court environments.
- Perform all other duties as assigned.

Qualifications and Requirements:

Applicants for the position should have the following qualifications and requirements:

- High school diploma or the equivalent is required and two years of specialized experience.

Specialized experience is progressively responsible clerical or administrative experience requiring the regular and recurring application of clerical procedures that demonstrate the ability to apply a body of rules, regulations, directives, or laws and involve the routine use of specialized terminology and automated software and equipment for word processing, data entry or report generation. Such experience is commonly encountered in law firms, legal counsel offices, banking and credit firms, educational institutions, social service organizations, insurance companies, real estate and title offices, and corporate headquarters or human resources/payroll operations.

Preferred Qualifications:

- Bachelors' degree, preferably in computer science or related field.
- Specialized experience in information technology.
- Experience in court operations at the federal level and knowledge of federal and local court rules, policies, and procedures.

Miscellaneous:

- U.S. citizenship required or lawful permanent residents seeking U.S. citizenship.
- Electronic Fund Transfer (EFT) for payroll deposit is required.
- Employees of the U.S. District Court are “At Will” employees and are required to adhere to a Code of Conduct of Judicial Employees, which is available to candidates for review on our website at www.wvnd.uscourts.gov/
- Position may require travel.

Benefits:

Benefits include paid vacation, sick leave, paid holidays, health insurance, a flexible benefits program, a retirement plan and portable savings plan with matching contributions, and a professional environment. Additional benefit information is available at www.uscourts.gov/careers/benefits.

Application Procedure:

Qualified applicants must submit **one** PDF file with a completed [Application for Judicial Branch Federal Employment](#) (AO 78), a cover letter and a resume with professional references. The PDF file should be sent to:

Kelly Fry, HR Administrator
U.S. District Court
1125 Chapline Street
P.O. Box 471
Wheeling WV 26003 or kelly_fry@wvnd.uscourts.gov

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