



UNITED STATES DISTRICT COURT

Northern District of Illinois, Chicago

Human Resources Office, Room 1574
219 South Dearborn Street, Chicago, Illinois 60604
www.ilnd.uscourts.gov

NOTICE OF POSITION VACANCY

Date:	January 15, 2025	Grade Range: CL 27-1 to CL 28-61
Job Announcement No.:	2025-19	Salary Range: \$66,104 - \$128,795
No. of Vacancies:	One	Closing Date: January 29, 2025
Position Title:	Court Technology Administrator	

The United States District Court, Northern District of Illinois, is now accepting applications for a Court Technology Administrator. Consideration will only be given to those who apply through the court's online applicant tracking system and submit a cover letter, resume, and two professional references. To apply, please see "Notice to Applicants" listed below.

Applicants who previously applied for Court Technology Administrator 2025-10 position will be considered and do not have to re-apply.

POSITION OVERVIEW

The United States District Court for the Northern District of Illinois is currently accepting applications for a Court Technology Administrator. This position is located in the District Court's Information Technology Department and report directly to the Systems Supervisor – Applications and Audio-Visual. The Courtroom Technology Administrator's primary responsibility is to provide technical, administrative and end-user support for the Probation, Pretrial Services, and District Court's audio/visual/ teleconferencing/telephony systems and services, which include network/IP based courtrooms, conference rooms, training rooms and telephones.

POSITION DUTIES AND RESPONSIBILITIES

- Performs advanced level coordination of all activities related to the maintenance, installation, and administration of a wide array of digital systems that support the Probation, Pretrial Services, and District Court's Audio/Visual (A/V) needs. A/V systems include evidence presentation systems, audio systems, video conferencing, audio recording, video recording, video/audio broadcasting, A/V wiring, connections and cables located in courtrooms, conference rooms, training rooms and jury assembly rooms.
- Performs administration, management, installation, and repair of all A/V systems. Tasks may include on-site repair, reconfiguration, adjustments, and replacement of A/V equipment such as: audio systems, recording systems, network switches, A/V control systems, A/V distribution systems, production switchers, text/graphic generators, cameras, microphones, connections, and cables.
- Responsible for the day-to-day operations of all A/V related equipment and technology used in the Probation, Pretrial Services, and District Court to ensure reliable and effective operation.
- Performs programming to A/V control systems and audio systems to accommodate local Probation, Pretrial Services, and District Court needs.
- Performs periodic testing on all A/V equipment. Devises security mechanisms to protect hardware and software resources. Maintains and develops software and documentation to enhance A/V system operation.

- Coordinates warranty work, maintenance agreements and timely repair of equipment for all vendor contracts covering A/V equipment.
- Establishes, coordinates, and delivers training on a large variety of A/V equipment and systems used by internal and external customers. Develops procedural guidelines and training documentation as needed for end users.
- Provides advanced troubleshooting training for IT team members. Provides technical support and monitors user interfaces for security risks.
- Acts as lead A/V engineer for Probation, Pretrial Services, and District Court events, ceremonies, and high-profile proceedings.
- Develops and implements short- and long-range A/V improvement plans for Probation, Pretrial Services, and the District Court. Ensures that changes are implemented with minimal disruption at the sites when changes are made.
- Advises and presents recommendations to the Director of Information Technology, Chief Probation Officer, Chief Pretrial Services Officer, and Clerk of Court in all areas of A/V needs, objectives and capabilities, forecasts future system requirements and anticipates problems to maintain a state-of-art facility. Presents detailed cost and benefit analysis for all new applications.
- Works with the Administrative Office of the Courts to develop and modify nationwide guidance in the areas of courtroom technology.
- Conducts ongoing assessment of the A/V needs of users. Analyzes the results of user needs assessments. Integrates research into future forecasts.
- Oversees the acquisition and implementation of new A/V equipment.
- Manages A/V inventory tracking.
- Manages VoIP telephone configurations, modifications, adds and changes through a Call Manager. Maintains a 911 call matrix.
- Other duties as assigned.

JOB REQUIREMENTS AND QUALIFICATIONS

Qualified candidates must have three years progressively responsible experience related to the technical aspects of audio systems, video systems, A/V distribution systems, cabling, infrastructure needs, computer hardware/software, basic repair skills such as soldering, crimping and dressing of equipment racks and an understanding of Crestron control systems and Biamp audio mixers. Candidates must be skilled in analog and digital telephone wiring and must have an understanding of telephony concepts and practices.

Candidates must be a self-starter with demonstrated analytical and problem-solving skills, professional demeanor, and ability to exercise sound judgement. Qualified candidates should have excellent interpersonal, oral, and written communication skills as well as skill in advising and training non-automation personnel in automation techniques and processes. Candidates will also need to be able to collaborate effectively with all levels of Probation, Pretrial Services and District Court staff and demonstrate excellent organizational skills, including the ability to manage multiple high impact projects and priorities with strict deadlines in a fast-paced environment. The ability to accommodate a flexible work schedule is required as installations, special projects and Probation, Pretrial Services and District Court activities that involve supported equipment periodically occur on evenings or weekends. Candidates may be required to climb ladders and lift/move moderately heavy items. Occasional travel required. The ability to pass a High Sensitive background check is required.

Preferred Qualifications:

The preferred candidate will have a bachelor's degree in Audio/Visual Engineering, Video/Sound Recording Technology, Computer Science, Engineering, or a related field. Experience with professional courtroom technology support, including the ability to research, isolate and make corrective recommendations of courtroom technology problems, is preferred. The ability to program Crestron control systems from scratch or modify

existing Crestron code, to program Biamp Audia/Tesira audio systems from scratch or modify existing audio files, to operate IP video conferencing equipment including video bridging technologies, multichannel analog and digital sound recording equipment and to install and configure Cisco VOIP telephones is preferred. The preferred candidate will also have the ability to install, configure and troubleshoot personal computer hardware and software. Experience with Liberty and CaseViewNet software products and Crestron, Biamp, Cisco, Polycom, Kramer, Extron, BrightSign and Shure hardware or similar products is preferred.

COMPENSATION

Compensation and classification level will be set based on the work experience, qualifications, and salary history of the successful candidate.

To qualify at a CL 27, applicants must have two years of specialized experience, including at least one year equivalent to work at the CL-25 or completion of the requirements for a bachelor's degree from an accredited college or university and if one of the following superior academic achievement requirements are met:

- An overall "B" grade point average equaling 2.90 or better of a possible 4.0;
- Standing in the upper third of the class;
- "3.5" average or better in the major field of study, such as business or public administration, human resources management, industrial relations, or psychology;
- Election to membership in Phi Beta Kappa, Sigma XI, or one of the National Honorary Scholastic Societies meeting the minimum requirements of the Association of College Honor Societies, other than Freshman Honor Societies;
- Completion of one academic year (18 semester or 27 quarter hours) of graduate study in an accredited university in business or public administration, political science, criminal justice, law, or another field closely related to the subject matter of the position.

To qualify at a CL 28, applicants must have two years of specialized experience, including at least one year equivalent to work at the CL-27 or completion of a master's degree or two years of graduate study (27 semester or 54 quarter hours) in an accredited university in computer science or related field.

Specialized experience is:

Progressively responsible experience designing, implementing, or maintaining computer systems that included the completion of computer project assignments involving systems analysis, computer programming, systems integration, and information technology project management.

EMPLOYEE BENEFITS

The United States District Court offers a generous benefits package to full-time, permanent employees, which includes:

- 11 Paid Federal Holidays
- 13 Days Paid Vacation (per year for the first three years)
- 20 Days Paid Vacation (after three years)
- 26 Days Paid Vacation (after fifteen years)
- 13 Days Paid Sick Leave
- Paid Parental Leave
- Medical, Dental, Vision Coverage
- Life Insurance
- Thrift Savings Plan with matching funds (401k & Roth 401k style)

- Participation in Federal Employees Retirement System (FERS-FRAE)
- Health, Dependent, & Parking Reimbursement Programs
- Public Transit Subsidy Program
- Employee Assistance Program, which provides free counseling, financial assistance, and basic legal services to all eligible employees
- Access to an Infant Care and Toddler Care Center (onsite and near the building), and a Fitness Center (onsite) at a subsidized rate
- A Public Service Loan Forgiveness Program is available to certain full-time employees with qualifying student loans.
- The Federal Financial Management Reform Act requires direct deposit of federal wages

Further details regarding Federal benefits may be viewed at: [ILND Benefits](#)

NOTICE TO APPLICANTS

Consideration will only be given to those who apply through the court's online applicant tracking system and provide a cover letter, resume, and two professional references by January 29, 2025. To view openings and to apply, visit our applicant tracking system at: [ILND Jobs](#)

Due to the volume of applications received, the Court will only communicate with those applicants who will be interviewed. Applicants selected for interviews will be communicated to only through email and must travel at their own expense and relocation expenses will not be reimbursed. Applicants will be screened to determine their experience and qualifications.

All new employees must be fully vaccinated (i.e., at least 2 weeks after last dose) for COVID-19 and, prior to the starting with the Clerk's Office, present proof of vaccination or submit a request in writing for an exemption to this requirement on the basis of a sincerely held religious belief or medical condition.

This is a high-sensitive position within the Judiciary. The U.S. Court requires employees to follow the Code of Conduct for Judicial Employees. Reference checks with current and former employers will be conducted. Only qualified applicants will be considered for this position. A preliminary background investigation with law enforcement agencies, including fingerprint and criminal record check will be conducted as a condition of employment. Employment is provisional pending the successful completion of a ten-year, full field OPM background investigation, and favorable suitability determination. Investigative updates will be additionally required every five years. Unsatisfactory results may result in termination of employment. Direct deposit is required for payment of compensation for employees. Employees of the Courts are excepted service appointments. Employees are considered at-will and are not covered by federal civil service classifications or regulations.

The United States District Court is an Equal Opportunity Employer.

Diversity is important to the Judiciary. It is an essential component of services that the Judiciary is charged with providing to maintain justice, equality, fairness, respect, and dignity in society. To fulfill its duties, the Judiciary must include all members of society—not just regardless, but also inclusive of race, gender, disability, and the many other variables that make up the citizens of our nation. The Judiciary has a duty to promote a fair, just, and sustainable model of inclusive democracy and social justice that surpasses any governmental entity in the history of this nation or of any other nation.

To be eligible for employment, applicants must meet one of the following requirements:

- (1) U.S. citizen;
- (2) Person who owes allegiance to the U.S. (i.e., nationals of American Samoa, Swains Island, and the Northern Mariana Islands);
- (3) Person admitted as a refugee or granted asylum who has filed a declaration of intention to become a lawful permanent resident and then a citizen when eligible; or
- (4) Lawful permanent resident (i.e., green card holder) who is seeking citizenship. A lawful permanent resident "seeking citizenship":
 - (a) May not apply for citizenship until he or she has been a permanent resident for at least five years (three years if seeking naturalization as a spouse of a citizen);
 - (b) Must apply for citizenship within six months of becoming eligible; and
 - (c) Must complete the process within two years of applying (unless there is a delay caused by the processors of the application).

The Court reserves the right to modify the conditions of this job announcement, or to withdraw the announcement, any of which may occur without prior written or other notice.

INFORMATION ABOUT THE NORTHERN DISTRICT OF ILLINOIS

The Northern District of Illinois is home to the five largest cities in Illinois: Chicago, Aurora, Rockford, Joliet, and Naperville. Also known as “The Windy City,” Chicago is the third most populous city in the U.S. with over 2.7 million inhabitants and nearly 10 million people living in the Chicago metropolitan area. With Lake Michigan as its eastern border, Chicago covers more than 237 square miles.

Chicago is home to numerous museums and cultural institutions including Art Institute of Chicago, Field Museum, Museum of Science and Industry, Shedd Aquarium, and Adler Planetarium. A center of art and culture, Chicago has over 200 theaters, nearly 200 art galleries, and more than 7,300 restaurants.

Known for its magnificent skyline, Chicago is home to buildings designed by some of the world’s most renowned architects including Daniel Burnham, Louis Sullivan, Frank Lloyd Wright, and Mies van der Rohe, who designed the Dirksen Courthouse.

Major Chicago universities include University of Chicago, Northwestern University, Loyola University, University of Illinois Chicago, DePaul University, and Illinois Institute of Technology. Professional Chicago sports teams include the Bulls (NBA), Sky (WNBA), Bears (NFL), Cubs (MLB), White Sox (MLB), Fire (MLS), Chicago Blackhawks (NHL), and Red Stars (NWSL). Chicago is a major world finance center. The Federal Reserve Bank of Chicago, the Chicago Stock Exchange, the Chicago Board Options Exchange, and the Chicago Mercantile Exchange are within blocks of the Courthouse. The Northern District of Illinois is home to three international airports including O’Hare International Airport, among the busiest airports in the world.