

**The Administrative Office of
The Supreme Court of Appeals of West Virginia
Position Announcement**

TECHNOLOGY SERVICES EMPLOYEMENT OPPORTUNITY

Charleston, West Virginia

Position open until filled.

The Administrative Office of the Supreme Court of Appeals of West Virginia (“AO”) announces the following professional opportunity within its Technology Services Division, headquartered in Charleston, West Virginia. The Technology Services Division is responsible for all technology-related matters for the Court System of the State of West Virginia, including the Administrative Offices of the Supreme Court of Appeals. The position is an Audio/Visual Technician position, who directly reports to the Network/Infrastructure Manager, briefly described as follows.

AUDIO/VISUAL TECHNICIAN

Salary Range: \$45,000 - \$55,000

Position Purpose: This is a technical position responsible for the installation, repair, and maintenance of the court’s enterprises audio-visual systems, as well as end user support and training.

Minimum Qualifications: High school diploma and four (4) years of experience in installing and maintaining audio visual recording systems or an Associate’s degree in a related technical field with two (2) years of experience.

Primary Duties and Responsibilities Include:

- Installs and maintains audio, video and recording systems including associated wires and cables statewide.
- Tests, troubleshoots, documents, and resolves issues with audio, video, and associated infrastructure.
- Assists with the maintenance of supply levels, tools, and equipment needed to maintain service.
- Provides recommendations for improvements, enhancements, and optimization.
- Maintains standard configurations to ensure consistent and optimum performance.
- Support end users with editing and transferring data related to audio/video recordings, as needed.
- Conduct end user training on systems, as needed.
- Performs other duties as assigned.

Preferred Knowledge, Skills and Abilities:

- Knowledge of audio-visual control systems technology.
- Experience with Windows based computers.
- Experience with IP networking.

- Experience in cabling infrastructure (IDF, MDF, patching, cross connect).
- Ability to read and understand drawing and schematics.
- Ability to communicate well verbally and in writing.
- Ability to work with teams as well as independently with little oversight.

Working Conditions (Physical/Mental Demands, and Environmental Factors):

- Ability to work nontraditional hours as needed.
- Must have reliable transportation and valid state issued driver's license.
- Ability to travel throughout the state which may result in overnight stays
- Ability to lift forty (40) lbs., and work in areas that might require crawling/kneeling or climbing ladders.

Licensure Requirements: NA

Continuing Education:

- Maintain current knowledge of audio/visual technologies and trends with an emphasis on those pertaining to judicial and courtroom usage.
- Maintain and acquire industry related certifications.

Performance Metrics: TBD

Criminal Background Check: All successful candidates must submit to a criminal background check.

COMPENSATION AND BENEFITS INCLUDE:

- Competitive salary based on experience and qualification,
- Medical Insurance,
- Optional Flexible Benefits Coverage (dental, vision, disability, and excess medical),
- Life Insurance,
- Defined Benefit Pension Plan,
- Section 457 Deferred Compensation Plan,
- 12 Paid Holidays, and
- Annual and Sick Leave.

THE ADMINISTRATIVE OFFICE (AO) OF THE COURTS:

The AO, located in Charleston, West Virginia, provides administrative direction and support to all elements of the state judiciary.

West Virginia Courts. West Virginia has a Unified Court System, under which all state courts, including Circuit Courts, Magistrate Courts, and Family Courts, are supervised and administered by the Supreme Court of Appeals. The Supreme Court of Appeals is also the state's only appellate court. The Supreme Court of Appeals and its Administrative Office are located in Charleston and housed in the State Capitol Complex. More information about West Virginia's Courts can be found on our website at www.courtswv.gov.

Equal Opportunity in Employment. It is the policy of the West Virginia judiciary to provide equal opportunity in employment for all persons, and to recruit, select, train, promote, retain, and discipline without regard to race, color, sex, age, disability, religion, sexual orientation, or national origin. Further, it is the policy of the West Virginia judiciary to maintain a professional workplace in which individuals are accorded respect, and an environment free of harassment, including verbal or physical conduct that creates an intimidating or hostile environment for any individual on any prohibited basis. As an employer with an Equal Employment Opportunity/Affirmative Action Plan, the Court complies with government regulations and related Equal Employment Responsibilities where applicable.

APPLICATION PROCESS:

To apply for this position, direct the following application materials to cassie.long@courtswv.gov

- Cover Letter,
- Resume,
- Professional References (at least three, including current contact information),
- Signed Court employment Application (available on Court website).

All positions of the Supreme Court of Appeals of West Virginia are considered at-will and may be terminated at any time, with or without notice or cause.

**Thank you for your interest in employment with the
Supreme Court of Appeals of West Virginia.**