

**CUYAHOGA COUNTY COMMON PLEAS COURT
GENERAL DIVISION – JOB DESCRIPTION**

Job Title: Court Audiovisual Technician
Department: Information Systems

Reports To: Director of Information Systems
Starting Salary: \$45,510.40

SUMMARY

This is an unclassified position that serves at the pleasure of the Court. This position assists with the design, maintenance, and troubleshooting of information systems used by the Court. An AV technician installs, operates, and maintains audio-visual equipment like projectors, microphones, and soundboards for courtrooms, events, presentations, and meetings. The job involves setting up and testing equipment, troubleshooting technical issues, controlling sound and lighting, and training users on equipment. They also perform minor repairs, manage audiovisual inventory, and ensure systems meet Judges' and Court personnel's needs, and interacts with Court AV vendors and suppliers when necessary. This position may require working flexible hours to support Court operations.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

1. Install and set up AV equipment like projectors, microphones, cameras, soundboards, and video screens;
2. Operate equipment during courtroom proceedings, live events, conferences, and presentations, controlling sound, lighting, and video feeds;
3. Diagnose and resolve technical issues with AV and other related systems to ensure proper function;
4. Perform routine cleaning, maintenance, and minor repairs on AV equipment;
5. Troubleshoot technical issues quickly to minimize downtime during Court proceedings;
6. Work with Court personnel as well other agencies to understand their needs, plan production, and ensure all equipment is set up correctly;
7. Interact with Court AV vendors and suppliers when necessary;
8. Maintain inventory of AV equipment and ensure proper storage and handling, when necessary;
9. Train Court and other personnel on how to use AV equipment safely and effectively;
10. Stay updated on emerging AV technologies and recommend upgrades when necessary.

The above statements are intended to describe the general nature and level of work being performed by individuals assigned this classification. They are not an exhaustive list of all duties to be performed. Other duties may be assigned.

KNOWLEDGE, QUALIFICATIONS, SKILLS and ABILITIES

To perform this job successfully, an individual must demonstrate the following:

1. Strong understanding of a wide range of AV equipment, control systems, and related software;
2. Ability to troubleshoot and fix technical problems quickly and efficiently, often under pressure;
3. Must maintain good working relationships with Judges, programming staff, end users, and Court AV vendors and suppliers;
4. Effective time management, reliability and punctuality;
5. Ability to maintain sensitive and confidential information;
6. Position may require a flexible work schedule outside of the normal Court operation hours (i.e., evenings and weekends);
7. Possess a professional appearance and demeanor at all times.

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EDUCATION and EXPERIENCE

Required: High school diploma or equivalent.

Preferred: Associate Degree in audiovisual technology or related field. Proven experience in AV setup, operation and troubleshooting. Strong problem-solving skills and attention to detail. Additional training, certification in audiovisual technology, or information technology are a plus.

PHYSICAL DEMANDS and WORK ENVIRONMENT

The physical demands described here represent those an employee must meet to perform the essential functions of this job. The work environment characteristics described here represent those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This position requires working in a normal Court and/or office environment with no unusual demands or exposure to hazardous situations. Tasks may involve extended periods of time monitoring court room activities. Frequent contact is made with Judges, the Court Administrator and Deputy Court Administrators, Court personnel, and Court AV vendors and suppliers. When necessary, this position may require the ability to exert moderate physical effort typically involving some combination of climbing, stooping, kneeling, crouching, lifting and/or carrying objects of moderate weight (e.g. up to 50lbs).

The normal hours of operation for the Court are from 8:30 A.M. to 4:30 P.M., Monday through Friday. This position may require some work beyond normal Court hours, including evenings and weekends.

COURT EXPECTATIONS OF EMPLOYEE

In completing the duties and responsibilities of this position, the Court expects the employee will adhere to all Court policies, guidelines, practices and procedures; act as a role model both inside and outside the Court; perform duties as workload necessitates in a timely, accurate and thorough manner; be conscientious about meeting department productivity standards; and communicate regularly with the Director of Information Systems about department issues.

APPLICATION REQUIREMENTS

Proof of education and employment references will be required before final interview. Valid Ohio Driver's License and automobile insurance required. The Cuyahoga County Court of Common Pleas requires submission to a criminal history background check and drug testing for employment. Applicants must submit a letter of interest and a resume by **4:30 P.M. on Thursday, June 18, 2026**, to:

**Cuyahoga County Common Pleas Court
Gregory Popovich - Court Administrator
1200 Ontario Street
Justice Center - 11th Floor
Cleveland, Ohio 44113
(e-mail: infosys@cuyahogacounty.gov)**

All applicants will receive notification of their application status. No phone calls or e-mails please. Reasonable accommodation is available to all employees and applicants. If you have a disability that needs to be accommodated, please contact the Director of Human Resources for Cuyahoga County Common Pleas Court at 216-443-8560.

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Equal Opportunity Employer – Smoke-Free and Drug-Free Workplace

Visit the Court's website:

<https://cp.cuyahogacounty.us/court-information/employment/>

or

Cuyahoga County's website:

www.cuyahogacounty.gov