

**PHOTOGRAPHIC: GROUP B
OCCUPATIONAL GROUP [211.2]**

MEDIA SERVICES TECHNICIAN

Duties and Responsibilities

This class of positions encompasses technical work of varying degrees of difficulty in the set-up, operation, training, maintenance, repair of and service of digital, audiovisual, video production, DVD, computer system, digital photography, presentation, recording, projection, duplication and related broadcast equipment in a shop, studio or in the field. Media Services Technicians may transport equipment for on-site use or shop repair, as well as operate a motor vehicle for such purposes. Additionally, in assignments to District Attorney Offices, Media Services Technicians prepare evidence for courtroom needs by means of forensic analysis including but not limited to recovery, examination, evaluation, comparison, and presentation of various media sources, and testify in court. The following are typical assignments within this class of positions; all personnel perform related work.

In the Offices of District Attorneys employees are required to work various shifts involving night, Saturday, Sunday, and holiday work, as required.

Assignment Level I

Under supervision, performs work of ordinary difficulty, as follows:

In Agencies other than the Offices of the District Attorneys:

Sets-up, operates, does routine preventive maintenance, and makes minor repairs and/or secures services for offsite repairs on all types of video production and projection equipment, portable public address systems, audio tape recorders, photographic cameras and related equipment.

Operates and maintains video production and audio duplication equipment.

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MEDIA SERVICES TECHNICIAN (continued)

Assignment Level I (continued)

Operates video and audio duplication equipment.

Prepares equipment requisitions; maintains inventory and repair records.

Operates and maintains CDs, DVDs and audiovisual recording and playback equipment and other related accessories.

Transports equipment for on-site use or shop repair; operates motor vehicles, as necessary.

In the Department of Education, assists in the training of students and/or instructors in the operation and minor routine maintenance of audiovisual, video production and related electronic equipment.

In the Health and Hospitals Corporation may supervise and/or train Assistant Media Services Technicians and other employees.

In the Offices of the District Attorneys:

Sets-up, operates and maintains CDs, DVDs, and audio and visual equipment such as recording and playback equipment, videocameras, videocassette recorders, slide projectors, public address systems and other related accessories.

Makes video and audio duplicates from varying types of media.

Makes video recordings of investigative procedures.

Maintains "chain of custody" of evidence for courtroom needs.

Maintains records and custody of recorded material, video, audio and photographic evidence library.

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MEDIA SERVICES TECHNICIAN (continued)

Assignment Level I (continued)

Makes minor repairs to video, audio and power interfacing cables.

Testifies in court as a witness to corroborate evidence.

Performs audio redaction and basic video editing.

May perform the duties of a notary public when swearing in witnesses for video statements.

Operates motor vehicle, as necessary.

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MEDIA SERVICES TECHNICIAN (continued)

Assignment Level II

Under general supervision, in addition to performing the work described in Assignment Level I, performs work of greater difficulty, as follows:

In Agencies other than the Offices of the District Attorneys:

Makes minor repairs to videocassette recorders, video cameras, video receiver/monitors and related television production components.

Makes complete repairs and/or secures services for offsite repairs on all types of projection equipment, portable public address systems, audio tape recorders, and related equipment.

Trains students, instructors and other personnel in the operation, general maintenance and minor repair of audiovisual, video production and related equipment.

Operates and maintains video and audio duplication equipment.

Sets-up and operates all types of audiovisual, video production and related equipment.

Assists in evaluating the performance of new equipment and facilities; prepares reports on evaluation findings.

Requisitions supplies and equipment.

May supervise the work of Assistant Media Services Technicians, and subordinate Media Services Technicians.

MEDIA SERVICES TECHNICIAN (continued)

Assignment Level II (continued)

In the Offices of the District Attorneys:

Makes video recordings of statements by defendants and witnesses that are admissible as evidence in court in the field, such as scenes of crime.

Receives, processes and/or provides video or audio surveillance in the field conforming to guidelines.

Sets up and operates all types of audiovisual, video and audio production equipment, electronic and other types of surveillance devices, and related equipment.

Maintains records pertaining to, and provides for safe custody of, video and audio recorded material.

Makes repairs to and maintains video and audio production equipment, electronic and other types of surveillance devices, and related equipment.

Assists in evaluating the performance of new equipment and facilities.

Requisitions supplies and equipment.

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MEDIA SERVICES TECHNICIAN (continued)

Assignment Level III

Under general supervision, in addition to performing the work described in Assignment Levels I and II, routinely performs complex and difficult work as follows:

In Agencies other than the Offices of the District Attorneys:

Makes complete repairs on all types of audiovisual, video production and related digital/electronic equipment including audio and video duplication systems.

Installs and performs initial system checkout on digital production equipment.

Assists schools, agencies and offices with technical problems or requests.

Evaluates the performance of new equipment and facilities; prepares reports on the result of evaluations.

Supervises all phases of equipment and supplies purchasing, from preparation of initial requisitions to vendor liaison for expeditious delivery and payment.

May supervise or operate a single facility of a technical service (e.g., repair shop, tape duplication office), supervises the personnel in such facility.

In the Department of Education, may serve as Technical Administrative Assistant to Center Director, District Superintendent or their designees.

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MEDIA SERVICES TECHNICIAN (continued)

Assignment Level III (continued)

Participates in designing new facilities and specialized devices.

Trains students and/or instructors in the operation and general service and repair of audiovisual, video production and related electronic equipment.

In the District Attorney's Office:

Supervises and coordinates the activities of subordinate personnel.

Supervises the strict observance of guidelines and standards to insure that the material prepared, e.g., videotape recordings and digital evidence are admissible in court as evidence.

Makes complete repairs and/or maintains various types of audiovisual, video production, electronic surveillance, and related electronic equipment including audio and video duplication equipment.

Evaluates the performance of new equipment and facilities; prepares reports on the results of evaluations. Supervises all phases of equipment and supplies purchasing, from preparation of initial requisitions to vendor liaison for expeditious delivery and payment.

Participates in designing new facilities and specialized devices.

May testify in court as an expert witness.

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MEDIA SERVICES TECHNICIAN (continued)

Qualification Requirements

1. A baccalaureate degree from an accredited college including or supplemented by 24 semester credits in one or a combination of the following areas of study: electronics technology, television production, broadcast communications, film production, audio production; or
2. An associate degree from an accredited college including or supplemented by 12 semester credits in one or a combination of the following areas of study: electronics technology, television production, broadcast communications, film production, audio production, still photography, graphic arts or in a related field and one year of satisfactory full-time experience operating, maintaining, and repairing audiovisual, video and related broadcast equipment; or
3. A certificate or diploma in electronics or another area of study described in "2" above from an accredited vocational or technical high school and two years of satisfactory full-time experience as described in "2" above; or
4. A four-year high school diploma or its educational equivalent and three years of satisfactory full-time experience as described in "2" above; or
5. A combination of education and/or experience equivalent to "1", "2", "3", or "4" above. However, all candidates must have a four-year high school diploma or its educational equivalent. Two years of certified experience as a member of a high school audiovisual squad, or one year of work-study experience in a an approved NYC Department of Education program which included work with audiovisual or related electronic equipment, may be substituted for six months of the experience described in "2" above. College education above an associate degree including the 12 specialty credits, but less than a baccalaureate degree including the 24 specialty credits, can be substituted for experience on the following basis: 5 college credits including 1 specialty credit, can be substituted for 1 month of experience.

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CODE NO. 90622

MEDIA SERVICES TECHNICIAN (continued)

License Requirements:

A Motor Vehicle Driver's License valid in the State of New York. This license must be maintained for the duration of employment.

Direct Lines of Promotion

From: Assistant Media Services Technician
(90621)

To: None