

Job Description

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DISTRICT ATTORNEY KINGS COUNTY
Job Posting Notice

Job Details					
Job ID:	287491	# of Positions:	1		
Business Title:	Media Services Technician				
Civil Service Title:	MEDIA SERVICES TECHNICIAN	Title Code No:	90622	Level:	02
Title Classification:	Competitive				
Job Category:	Technology, Data & Innovation				
Career Level:	Entry-Level	Proposed Salary Range:	\$ 53,969.00 - \$ 53,969.00 (Annual)		
Work Location:	350 Jay St, Brooklyn Ny				
Division/Work Unit:	Technical Services				

Job Description

The Technical Services Unit provides technical support for all employees. The Unit is operational 24 hours per day, 7 days a week. Media Services Technicians respond to precincts in order to enhance cases by recording statements made by defendants and witnesses; respond to crime scenes to record and capture scenes for evidence, future review and presentation and respond to various locations to recover surveillance video.

Staff from the Unit sets up and records press conferences both on and off-site; provide technical support for town hall meetings and community-based trainings. Technicians process digital evidence; duplicate 911 calls, videos and audios; perform audio and video redactions; record and archive CLE courses. The manager in the Unit identifies necessary equipment purchases and assists with the installation and training of the staff in the use of the equipment.

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

1. In accordance with unit guidelines, the individual is responsible for recording video and audio digitally, statements of defendants, witnesses, or crime scenes and evaluating, signing and executing coverage of special events, conferences, press conferences, and training, using EFP and ENG equipment which may require that the individual travel to various locations.
2. Installing and operating various audio and video set-ups, routine maintenance and or repair of related audio equipment.
3. Retrieve audio, video, and pictures from various sources and locations.
4. Maintain documentation and custody of recorded materials and update audio/video libraries.
5. Testify in court for chain of custody and or equipment utilized. As well as scheduling requests and presenting evidence in court rooms and chambers as required for hearing and trial and other office related assignments.
6. Transport audio-visual/production equipment and evidence to and from courtrooms, precincts, and other assigned locations.
7. Operate office vehicles to transport equipment and staff, as needed, to and from assigned locations.
8. Handles the receiving and processing of emailed, telephoned, faxed, or walk-in requests for in-house production work for externally created evidence such as but not limited to duplications, court requests, etc.
9. Handles the duplication of processed evidence such as but not limited to DVD's, CD's, video recordings, audio recordings and digital photographic evidence and distribution of all completed work from the Technical Services Unit.
10. May train staff as directed.
11. Communicate with Asst. District Attorneys in matters such as but not limited to alerting the ADA if Miranda or any part of statements is inaudible or unclear at the time of recording or if there are poor audio or lighting conditions.
12. All other work related duties assigned by supervisor/unit chief.

Minimum Qual Requirements

1. A baccalaureate degree from an accredited college or university, accredited by regional, national, professional, or specialized agencies recognized as accrediting bodies by the U.S. Secretary of Education and by the Council for Higher Education Accreditation (CHEA), 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 or university, accredited by regional, national, professional, or specialized agencies recognized as accrediting bodies by the U.S. Secretary of Education and by the Council for Higher Education Accreditation (CHEA) 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 audio-visual, video and related broadcast production 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, approved by a State's Department of Education or a recognized accrediting organization 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 approved by a State's Department of Education or a recognized accrediting organization, 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 audio-visual squad, or one year of work-study experience in 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.

Driver License Requirement: By the time you are appointed to this position, you must have a motor vehicle driver license valid in the State of New York. This license must be maintained for the duration of your employment.

Preferred Skills

Working knowledge of Microsoft Office Suite (Word and PowerPoint), and NLE's, and various codec's for processing digital evidence.

Working knowledge of Windows OS, data entry procedures required for all activities related to evidentiary recordings, evidence history and daily activity.

A valid NYS driver's license.

To Apply

Click the "Apply Now" button.

We appreciate the interest and thank all applicants who apply, but only those candidates under consideration will be contacted.

Residency Requirement

New York City residency is generally required within 90 days of appointment. However, City Employees in certain titles who have worked for the City for 2 continuous years may also be eligible to reside in Nassau, Suffolk, Putnam, Westchester, Rockland, or Orange County. To determine if the residency requirement applies to you, please discuss with the agency representative at the time of interview.

POSTING DATE: 04/21/2017

POST UNTIL: 04/30/2017

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