DISTRICT ATTORNEY KINGS COUNTY
Job Posting Notice

Job ID 466406  # of Positions 1

Business Title Supervisor
Civil Service Title MEDIA SERVICES TECHNICIAN
Title Code No 90622  Level 03
Title Classification Competitive

Proposed Salary Range $62,573.00 - $71,697.00 (Annual)

Work Location 350 Jay St, Brooklyn Ny
Division/Work Unit Multimedia Services Unit

Job Description
The Kings County District Attorney’s Office (KCDA) is one of the largest prosecutors’ offices in the country and is committed to developing and implementing innovative prosecutorial strategies that will fulfill our vision of keeping Brooklyn safe while at the same time ensuring fairness and justice for all. KCDA has an exciting opportunity to work as a Media Services Supervisor.

The Multimedia 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 all courtroom presentations; 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.

Under general direction, with wide latitude for independent initiative and judgment, the prospective candidate will be responsible for the following:
• Recording digital video statements (in-house and on location), of defendants or witnesses, and crime scenes, to enhance cases.
• Retrieve audio, video & still pictures from various sources, (IE: surveillance equipment, personal devices, internet & media broadcasts). At times this may require traveling to various locations for community-based events or press conferences.
• Record and archive CLE courses.
• Edit audio and video footage, with NLE’s, as required by the office for discovery and trial.
• Processing digital photographic evidence.
• Duplication of processed evidence i.e. DVD’s, CD’s, 911 calls and Body Worn Camera recordings, video and audio recordings and digital photographic evidence and distribution of all completed work from the Multimedia Services Unit.
• Installing and operating various audio and video set-ups, basic maintenance and or repair of the following: video recording equipment; lighting systems; various surveillance equipment; audio and video editing and format transfer equipment/ software, along with other related audio and video electronic/digital equipment.
• Maintain records and custody of recorded materials and up-dates records of audio and video libraries and activities.
• Testify in court as a witness for chain of custody, equipment, and or recording processes as needed.
• Creating and maintaining a schedule for 24 hours, 7 days a week unit.
• Making sure all assignments are accounted for and accomplished reliably in a timely fashion.
• Assuring all staff are up to date on skills, and procedures pertinent to their title and duties.
• Assists in ensuring new technicians are adequately trained and acclimated.
• Prepare and present annual evaluations.
• Communicate with individual staff members regarding positive and/or negative job performance.
• Research and submit ideas for equipment and procedures to better serve the unit’s goals.
• Keep track of equipment inventory, condition, and maintenance.
• Allocate assignments to individual technicians as needed.
• Assist in the hiring process.
• Allow for “off-hour” communications from technicians via email and office issued cell phone.
• Performs other related duties.

**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**

• Four years of technical work in media related areas such as television, cable, video, audio, film, graphics, and computers operations.
• One year of management/supervisory related work, in a media related area preferred.
• Able to work independently, be assertive, highly organized, detail-oriented and have excellent written and oral communication skills.
• Proficient in Microsoft Office (Word, Excel, PowerPoint, Outlook, etc.)
• Ability to multi-task and exercise sound judgment.
• Strong attention to detail is essential.
• Applicants must possess excellent interpersonal, verbal, and written communications skills.
• Organizational, time-management and multi-tasking skills, including the ability to take initiative, prioritize duties, and work both independently and within a team environment is a plus.

**Additional Information**
• Must be permanent in the title of "Media Services Technician" OR on the active Civil Service list with a reachable list #.

• Must possess a valid New York State Driver's License.

To Apply
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.

For Non-City/External Candidates: Visit the External Applicant NYC Careers site and type “DA - Brooklyn” on the search line. Then locate the Job ID number.

For Current City Employees: Visit Employee Self Service (ESS) to view and click on Recruiting Activities, Careers, and search by Job ID number.

A RESUME AND COVER LETTER ARE REQUIRED. PLEASE INDICATE IN YOUR COVER LETTER HOW YOU HEARD ABOUT THIS POSITION. INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED. NOTE: 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

POST UNTIL Until Filled