General Duties and Responsibilities

This class of position encompasses technical work of varying degrees of difficulty in the operation, maintenance and repair of audio-visual, video, and related equipment in a shop, studio or in the field. The following are typical assignments within this class of position; all personnel perform related work.

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

General Work Tasks

**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 on all types of projection equipment, portable public address systems, audio tape recorders, AM/FM radios, photographic cameras and related equipment.
- Operates and maintains video tape production equipment.
- Operates video and audio tape duplication equipment.
- Prepares equipment requisitions; maintains inventory and repair records.
- Operates and maintains 16mm film repair systems.
- Transports equipment for on-site use or shop repair; operates motor vehicle, as necessary.
- In the Board of Education, assists in the training of students and/or instructors in the operation and minor routine maintenance of audio-visual, video production and related electronic equipment.
- In the Health and Hospitals Corporations may supervise and/or train Assistant Media Services Technicians and other employees.

**In the Offices of the District Attorneys**

- Operates and maintains video-tape and other electronic media equipment.
- Makes video and audio tape duplicates.
− Makes video recordings of investigate procedures.
− Maintains “chain of custody” of evidence for courtroom needs.
− Makes minor repairs to video, audio and power interfacing cables.
− Testifies in court.
− Operates motor vehicle, as necessary.

**ASSIGNMENT LEVEL II**- Under general supervision performs work of greater difficulty, as follows:

**In Agencies other than the Offices of the District Attorneys**

− Makes minor repairs to video tape recorders, video cameras, video receiver/monitors and related television production components.
− Makes complete repairs on all types of projection equipment, portable public address systems, audio tape recorders, AM/FM radios, and related equipment.
− Trains students, instructors and other personnel in the operations, general maintenance and minor repair of audio-visual and related electronic equipment.
− Operates and maintains video and audio tape duplication equipment.
− Sets up and operates all types of audio-visual, video production and related equipment.
− Assists in evaluating the performance of new equipment and facilities; prepares reports on evaluation findings.
− Requisition supplies and equipment, solicits bids from outside parts vendors.
− May supervise the work of Assistant Media Services Technicians, and subordinates Media Services Technicians.

**In the Offices of the District Attorneys**

− Makes video tape recordings of statements by defendants and witnesses that are admissible as evidence in court in the field, such as scenes of crime.
− Provides video or audio surveillance in the field conforming to guidelines.
− Sets up and operates all types of audio-visual, video and audio production equipment, electronic and other types of surveillance devices, and related equipment.
− Maintains records to video and audio production equipment, electronic and other types pf surveillance devices, and related equipment.
− Testifies in court.
− Assists in evaluating the performance of new equipment and facilities.
− Requisition supplies and equipment.
ASSIGNMENT LEVEL III: Under general supervision, 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 audio-visual, video production and related electronic equipment including audio and video duplication systems.
- Installs and performs initial system checkout on color video production equipment.
- Interprets system schematic wiring diagrams.
- Assists school and offices with technical problems.
- 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 expedited delivery and payment.
- May supervise or operate a single facility of a technical service (e.g., repairs shop, tape duplication offices, field repair center), supervises the personnel in such facility.
- In the Board of Education, may serve as Technical Administrative Assistant to Center Director, District Superintendent or their designees.
- Participate in designing new facilities and specialized devices.
- Trains students and/or instructors in the operation and general repair of audio-visual, 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, are admissible in court as evidence.
- Makes complete repairs on all types of audio-visual, 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.
- Testifies in court.
**Qualification Requirements**

1. High school graduation or its equivalent and three years of full-time experience acquired within the last ten years, in the repair, maintenance and routine operation of various projectors (including slide, filmstrip, opaque, over-head and sound motion picture), and other equivalent electronic equipment (including portable public address systems, tape recorders, photographs, AM/FM radios; or

2. Graduation from a recognized vocational or technical high school for radio and television mechanics or related trades and two years of full-time experience, acquired within the last ten years, as described in "1" above; or

3. Education and/or experience equivalent to "1" and "2" above. Two years certified experience as a member of a high school audio-visual squad, or one year work-study experience in an approved Board of Education program which includes work with audio-visual or related electronic equipment may be substituted for six months experience described in "1" or "2" above.

   A Motor Vehicle Driver's License valid in the State of New York may be required for certain assignments.

**NOTE:**

**Direct Lines of Promotion**

FROM: Assistant Media Services Technician (90621)  
TO: None