

CLASS TITLE: PUBLIC SAFETY AUDIO/VIDEO SPECIALIST

PURPOSE OF THE CLASSIFICATION: Under general supervision downloads, maintains and prepares audio/video evidence for various investigations, including administrative and internal investigations and litigations working with various City departments; and performs other related assigned duties.

ESSENTIAL TASKS:

- Works with City departments and public information employees to provide information for press conferences
- Coordinates with the Information Technology Department and outside vendors to optimize system performance, and implement system upgrades
- Trains personnel on retrieving videos and video system usage
- Operates, diagnoses and makes minor repairs to the audio and video equipment, monitoring accurate use of equipment and maintaining audio/video systems installed in City vehicles and acts as primary liaison with the City IT Department
- Researches filing systems for related videos in exporting evidence from backend system to put together on CD/DVD or storage device for presentation use with a large screen projector
- Responsible for maintaining an accurate video library, swapping out corrupted files as needed
- Processes court subpoenas & complies with Open Records Act (ORR)
- Responsible for documenting policies, procedures, and processes for video system
- Must report to work on a regular and timely basis

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

QUALIFICATIONS:

Training and Experience: Graduation from an accredited college or university with a bachelor's degree in criminal justice, computer science, business or public administration, or related field; and four (4) years of progressive experience in video development and production, legal related profession, photography and/or multi-media presentations; or an equivalent combination of training and experience, per Personnel Policies and Procedures, Section 128.

Employee will be eligible for a one-step pay increase upon certification as a Certified Technical Investigator by the National Technical Investigators' Association or equivalent and one year in the position.

Knowledge, Abilities, and Skills: Good knowledge of the principles, practices, and techniques of video and audio production development; good knowledge of the use and potential of various related equipment and materials; and good knowledge of the operation of related equipment. Ability to develop and produce informational and instructional videos; ability to operate a wide variety of video production and audio equipment; ability to diagnose and make minor repairs to audio and video equipment; ability to photograph/video events under difficult conditions; ability to maintain sensitive, confidential information; and the ability to courteously and tactfully communicate with fellow workers, supervisors, other members of the organization, and the public in giving and receiving information.

Physical Requirements: Physical requirements include frequent lifting, carrying, pushing and pulling up to 20 pounds with occasional lifting, carrying, pushing, and pulling up to 60 pounds; frequent use of visual acuity, depth perception, field of vision, accommodation and color vision; may be subject to walking, standing, reaching, balancing, bending, kneeling, crawling, handling, feeling, climbing, smelling and twisting; and speech and hearing sufficient to perform the essential tasks.

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Licenses and Certificates: Possession of valid Oklahoma Class "D" Operators License; possession of certification such as the Certified Technical Investigator by the National Technical Investigators' Association or equivalent preferred.

WORKING ENVIRONMENT: Working environment is primarily indoors and occasionally outdoors and in inclement weather, requires traveling to various locations and subject to being on call 24 hours a day.

Class Code: 3530

EEO Code: N-03

Pay Code: AT-40

Group: Public Safety

Series: Public Safety Technical

Effective Date: November 6, 2017