

**DISTRICT ATTORNEY KINGS COUNTY****Job Posting Notice**

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|------------------------------|--------------------------------------|-----------------------|----|
| Job ID | 650001 | # of Positions | 1 |
| Business Title | Media Services Technician | | |
| Civil Service Title | MEDIA SERVICES TECHNICIAN | | |
| Title Code No | 90622 | Level | 01 |
| Title Classification | Competitive | | |
| Proposed Salary Range | \$ 53,782.00 - \$ 53,782.00 (Annual) | | |
| Work Location | 350 Jay St, Brooklyn Ny | | |
| Division/Work Unit | Multimedia Services Unit | | |

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Job Description

****Only candidates who are reachable on the Open-Competitive list (Exam #3088) may apply. Please include your Notice of Result card. You will not be considered for an interview if you do not meet the mentioned civil service criteria.****

The Kings County District Attorney's Office, located in the Metrotech area of Brooklyn, New York is accepting applications for a Media Services Technician position.

Under supervision the Media Service Technician 1 is assigned jobs of moderate to significant difficulty. The primary duties of a Media Service Technician are as follows:

- Provide proactive technical aid and Litigation Technology support in court with presentations during trials and hearings.
- Provide support with evidence collection, such as surveillance retrieval, taking video and photos from remote locations.
- Perform preventative maintenance of moderate to significant difficulty on computers, Tech Trial Kits, Laptops and computer components, videocassette recorders and related accessories.
- Record agency related training's, conferences, events, and statements at remote locations (i.e. precincts, hospitals, courtrooms etc.) of defendants, victims, witnesses, crime scenes and surveillance locations.
- MST's must have knowledge of audio and video production, included but not limited to redaction, extraction, video blurring and editing with knowledge of video formats and conversions.
- Some MST's support Multimedia Studio with production of video and Photography for internal and external use, such as but not limited to social media, intranet, internet, news media etc.
- Support special operations of Multimedia Services
- supporting day to day operations of the unit
- inventory management support
- collect and organize data.
- working on special projects
- The MST is required to be knowledgeable of procedures and protocols of the office to perform duties, answering telephones, evidence processing and operation of general office equipment, maintaining records and custody of recorded and retrieved materials, video, audio and evidence libraries.
- Under limited supervision, the MST is responsible to testify in court as a witness to corroborate the Evidence

Preferred Skills

-A minimum of two years technical related work mandatory.

- Knowledge of the legal/court system preferred.
- Computer Technology support background and knowledge preferred.
- Video and Photo Experience a plus.
- Working knowledge of Microsoft Office Suite (Word and Power Point), working knowledge of digital audio & video editing software, i.e. Adobe Audition, Premiere, & Final Cut Pro a plus.
- Working knowledge of Windows programs.
- A valid NYS driver's license.

Hours/Shift

. **This Bureau is Operational 7 days a week**

Position available for 8am - 4pm and 9am - 5pm

*Some weekend or night shifts may be required

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.

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 08/29/2024

POST UNTIL 09/18/2024

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