



DISTRICT ATTORNEY KINGS COUNTY

Job Posting Notice

Job ID	690295	# of Positions	1
Business Title	Media Services Technician Level 1 (Court Ops)		
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 (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. The KCDA is accepting applications for a Media Services Technician position.

Under supervision the Media Service Technician Level 1 is assigned jobs of moderate to significant difficulty.

The primary duties of a (Court Ops) Media Service Technician are as follows:

- Provide proactive technical aid and Litigation Technology support in court with presentations during trials and hearings.
- Positioned in the courthouse moving to multiple courtrooms alongside trial attorneys to assist as required.
- Provide support with playback, presentation and troubleshooting in courtrooms and liaise with ADA's prior to entering the courtroom.
- Perform preventative maintenance and/or updates of moderate to significant difficulty on computers, Tech Trial Kits, Laptops and computer components, videocassette recorders and related accessories.
- Maintain daily logs of Trials and support.
- Provide support with evidence redacting, extracting, and blurring of video/audio.
- 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, preferably in computer related areas such as technology and customer support and troubleshooting.
- Working knowledge of codecs and video players and other software. The ability to use of Microsoft Office Suite (Word and Power Point).
- Experience with digital audio & video editing software, i.e., Adobe Audition, Premiere, Final Cut Pro.
- Must have some working knowledge of audio and video production, included but not limited to redaction, extraction, video blurring and editing with knowledge of video formats and conversions.

- Ability to work in a fast-paced environment.
- Working knowledge of current, future, and older Windows CPUs and software.
- A valid NYS driver's license.

Hours/Shift

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

This Position is Mon-Fri 8am - 4pm

*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 11/29/2024

POST UNTIL 12/19/2024

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The City of New York is an inclusive equal opportunity employer committed to recruiting and retaining a diverse workforce and providing a work environment that is free from discrimination and harassment based upon any legally protected status or protected characteristic, including but not limited to an individual's sex, race, color, ethnicity, national origin, age, religion, disability, sexual orientation, veteran status, gender identity, or pregnancy.

