DISTRICT ATTORNEY KINGS COUNTY
Job Posting Notice

Job ID	690355	**# of Positions**	1

Business Title	Media Services Technician Level 3 (Court Ops Supervisor)
Civil Service Title	MEDIA SERVICES TECHNICIAN
Title Code No	90622 **Level** 03
Title Classification	Competitive
Proposed Salary Range	$ 68,376.00 - $ 68,376.00 (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 (Level 3) position.

The primary duties of a Media Service Technician (Level 3) are as follows:

• Oversee the operations of the Multimedia/Lit- Technology Department Court Support Part to support ADAs in forensic retrieval, processing, duplication, and presentation of digital evidence.

Operations include:
• Manage DA Court equipment operations.
• Oversee ADA support with all court presentation.
• Manage all court room support for trials and hearings.
• Manage and oversee daily trial chart.
• Proactive support for upcoming needs in court
• Manage Trail Kit Laptop updates and operations
• Track and gather data on use of tech in courts.
• Hashing of digital evidence
• Creation of exhibits for trial presentation
• Assistance in courtroom presentation of digital evidence
• Testifying in court
• Manage Tech support staff in court.
• Surveillance retrieval support
• Digital forensic photography of scenes and witness injuries
• Digital forensic videography
• Establishing and maintaining chain of custody
• Audio and video redactions
• Knowledge of the legal/court system preferred.
• Computer Technology support background and knowledge preferred.
• Data collection and strategic planning support preferred.

1. Assist in developing and implementation of best practices and standard operating procedures.

2. Bridge communication between IT, trial teams, and executive staff.
3. Evaluate the performance of new equipment and facilities; prepare 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.

4. Participates in designing new facilities and specialized devices.

5. Supervises and coordinates the activities of subordinate personnel.

6. Supervises and participates in all phases of equipment and supplies purchasing, from preparation of initial requisitions to vendor liaison for expeditious delivery and payment.

7. Train or instruct in the operation, general service, and repair of audiovisual, video production, and related electronic equipment.

Preferred Skills

• A minimum of two years technical related work, preferably in media related areas such as television, cable, video, audio, film, photography, print media, graphics and computers operations; Computer technology and troubleshooting skills and a baccalaureate degree from an accredited college.

• Working knowledge of Microsoft Office Suite (Word and Power Point), and digital audio & video editing software, i.e. Adobe Audition, Premiere, Final Cut Pro.

• Able to work in a fast pace environment

• Working knowledge of Windows 2000, and XP, data entry procedures which are used for all activities related to rides, evidence history and daily activities.

• Additional Information

• Hours: 9:00 a.m. to 5:00 p.m. or 4:00 p.m. to 12:00 a.m.

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.

55-a Program

This position is also open to qualified persons with a disability who are eligible for the 55-a Program. Please indicate at the top of your resume and cover letter that you would like to be considered for the position through the 55-a Program.

Public Svc Loan Forgiveness

As a prospective employee of the City of New York, you may be eligible for federal loan forgiveness programs and state repayment assistance programs. For more information, please visit the U.S. Department of Education's website at https://studentaid.gov/pslf/.

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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