



DISTRICT ATTORNEY KINGS COUNTY
Job Posting Notice

Job ID	698914	# of Positions	1
Business Title	Media Services Technician		
Civil Service Title	MEDIA SERVICES TECHNICIAN		
Title Code No	90622	Level	02
Title Classification	Competitive		
Proposed Salary Range	\$ 58,300.00 - \$ 58,300.00 (Annual)		
Work Location	350 Jay St, Brooklyn Ny		
Division/Work Unit	Multimedia Services Unit		

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Job Description

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**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 2 position.

Under limited supervision, the primary duties of the MST Level 2(Lit-Tech) include but are not limited to:

- The MST2 transports, sets-up, installs and operates audio and visual equipment and records and/or plays back testimony, statements, press conferences, training sessions and other office events and activities.
- Technicians take video and video statements of defendants, victims, witnesses at remote locations. (i.e. precincts, hospitals, courtrooms etc.) crime scenes and surveillance locations.
- Technicians record and support with set up of agency related training’s, conferences, events in house and at remote locations.
- Technicians retrieve surveillance video, still photos and 360 Photos from remote locations.
- Technicians redact, extract and blur videos.
- Technicians support with data entry, tracking and updating charts of information.
- Technicians aid in enhancing training presentation materials and improving PowerPoint presentations, training room set up and
- Technicians performs preventive maintenance of moderate to significant difficulty, on audiovisual recording and playback equipment such as video cameras, laptop and computer components, videocassette recorders, public microphone and sound systems, and related accessories.
- Technicians provides support to ADA’s with court room technology, evidence preparation, and maintaining equipment for Grand Jury, Trials and hearings.
- Technicians must have a detailed knowledge of audio and video production, included but not limited to redaction, extraction, video blurring and editing with knowledge of video formats and conversions.
- Technicians are required to be knowledgeable of procedures and protocols of the office to perform duties.
- Technicians are responsible to testify in court as a witness to corroborate the evidence.
- This position is Tuesdy to Saturday 11am-7pm or 12pm to 8pm.

Preferred Skills

- A minimum of two years technical related work, preferably in computer technology and video production.
- Customer support and troubleshooting.
- Working knowledge of codecs, 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 knowledge of Adobe Suite including Premiere Pro, Audition etc.
- Ability to work in a fast-paced environment.
- Working knowledge of current, future, and older Windows CPUs and software.
- Must have a valid NYS driver's license.

Hours/Shift

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

This Position is Tues-Sat 11am-7pm/ 12pm-8pm*

*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.

To Apply

To apply click the "Apply Now" button.

We appreciate the interest and thank all applicants who apply, but only those candidates under consideration will be contacted.

For Non-City/External Candidates: Visit the External Applicant NYC Careers site and type "DA - Brooklyn" on the search line. Then locate the Job ID number. For Current City Employees: Visit Employee Self Service (ESS) to view and click on Recruiting Activities, Careers, and search by Job ID number.

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 01/17/2025

POST UNTIL 02/06/2025

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