

Job Class Code: 7158	FLSA Status: Non-Exempt
Pay Basis: Salary (Annual)	EEO Category: 3

GENERAL DESCRIPTION

The primary purpose of this class is to manage all activities directly related to handling, production, and destruction of audio/video recordings. The class is responsible for ensuring departmental compliance with all Virginia State Code sections and Library of Virginia Retention and Destruction Schedules. The class works within a general outline of work to be performed; develops work methods and sequences under general supervision. This job classification provides service to the community on a 24 hour basis during all hours of the day and night. In order to accommodate this 24 hour service, this job class is required to work on rotating schedules, which includes working weekends and holidays, and may involve work in excess of regularly scheduled hours (overtime) when required by operational necessity.

TYPICAL TASKS

- Maintains video/audio recordings to include researching, locating, reviewing, redacting, destroying and copying videos to required media formats in compliance with established regulations. Information is released upon request.
- Prepares recorded evidence information for use, presents to others, and testifies about evidence in court.
- May be requested or subpoenaed to testify in criminal, civil and administrative proceedings.
- Coordinate case or staff meetings to exchange information; attends in-service training and technical or professional classes, seminars, or conferences to improve technical or professional skills
- Conducts administrative functions such as recording statistical information, compiling reports, performing specialized studies, coordinating with other agencies or the public, and maintaining logs and forms.
- Creates standard operating procedures for video evidence, archiving and maintaining recordings and related documentation.
- Performs administrative duties such as monitoring expenses, supplies, and equipment; requisitioning materials or equipment; and assisting others with recordings-related work.
- Performs routine office tasks, such as typing, filing, faxing, phoning, and copying.
- Performs other related duties as assigned.

GENERAL STANDARDS

Data Involvement	Summarizes, tabulates, or formats data or information in accordance with a prescribed schema or plan.
Interpersonal/People Involvement	Gives information, guidance, or assistance to people to directly facilitate task accomplishment; may give instructions or assignments to helpers or assistants.
Reasoning Requirements	Performs skilled work involving rules/systems but solves problems almost constantly.
Mathematical Requirements	Uses mathematics involving the practical application of fractions, percentages, ratios and proportions or measurements, logarithmic, or geometric construction, algebraic solutions of equations and inequalities, descriptive statistics, rectangular coordinates and mathematical classifications or schemes.
Language Requirements	Reads technical instructions, procedures manuals, and charts to solve practical problems; composes routine and specialized reports, forms, and business letters; speaks compound sentences using normal grammar and word form.
Mental Requirements	Performs specialized technical and professional work requiring general understanding of operating policies and procedures and their application to problems not previously

	encountered; applies specialized technical or professional principles and practices in the solution of problems; requires normal attention with short periods of concentration for accurate results and occasional exposure to unusual pressure.
Decisions/Supervisory Control	Guides others, making frequent decisions, affecting the individual, coworkers, and others that depend on the service or product.

EDUCATION, EXPERIENCE AND SPECIAL REQUIREMENTS

Vocational/Educational Requirement	Requires high school diploma or GED and any combination of education and experience equivalent to satisfactory completion of one year of college education in photography or a closely related field.
Experience	In addition to satisfying the vocational/education standards, this class requires a minimum of two years of related, full-time equivalent experience
Special Certifications and Licenses	Requires a valid driver's license and a driving record that is in compliance with City Driving Standards. Special skills or equipment certification may be required.

ADA REQUIREMENTS

The City of Chesapeake is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

This is a class specification and not an individualized position description. A class specification defines the general character and scope of duties and responsibilities of all positions in a job classification, but it is not intended to describe and does not necessarily list the essential functions for a given position in a classification.