

Job Class Code: 7159	FLSA Status: Non-exempt
Pay Basis: Salary (Annual)	EEO Category: 3

GENERAL DESCRIPTION

The purpose of the job classification (class) is to maintain video and audio evidence and respond to requests for video recordings. This class is responsible for the handling and production of requests for audio/video recordings, coordinating and interacting with other agencies and the public, and maintaining records. The class works within broad policy and organizational guidelines; 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

<ul style="list-style-type: none"> • Maintains video and audio evidence files including reviewing and copying videos to required media formats in compliance with established regulations. • Researches, locates, and prepares recorded evidence for use by others. • Testifies about evidence in court (per request or subpoena) including criminal, civil, and administrative proceedings. • Stays abreast of relevant laws and policies to help minimize liability. • 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. • Maintains video editing equipment and troubleshoots problems to determine solutions. • Performs administrative duties such as monitoring expenses, supplies, and equipment, requisition materials or equipment and assisting others with recording, related work. Performs routine office tasks such as typing, filing, faxing, phoning, copying and other duties as assigned. • Performs other related duties as assigned.
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GENERAL STANDARDS

Data Involvement	Summarizes, tabulates, or formats data or information in accordance with a prescribed schema or plan.
Interpersonal/People Involvement	Speaks or signals to people to convey or exchange information.
Reasoning Requirements	Performs skilled work involving rules/systems but solves problems almost constantly.
Mathematical Requirements	Uses basic algebra involving variables and formulas, basic geometry involving plane and solid figures, circumferences, areas, distances, angles, and volumes, and computes ratios, rates, and percentages.
Language Requirements	Reads technical instructions, procedures manuals, and charts to solve practical problems; composes routine and specialized reports, forms, and letters; speaks compound sentences using normal grammar and word form.
Mental Requirements	Performs clerical and technical tasks requiring a wide range of procedures and requiring intensive understanding of a restricted field or complete familiarity with the functions of a unit or small division of an operating agency; requires normal attention with short periods of concentration for accurate results or 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.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge	Knowledge of relevant laws and policies.
Skills	Experience with audio/video editing software to include Adobe Premier Pro.
Abilities	Ability to utilize all types of audio/video equipment.

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, law enforcement, or a closely related field.
Experience	In addition to satisfying the vocational/education standards, this class requires a minimum of one year of related, full-time equivalent experience, preferably in law enforcement.
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. Expert Witness or Subject Matter Expert certification in video evidence field is preferred.

AMERICANS WITH DISABILITIES ACT (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.