



## OFFICE OF THE DISTRICT ATTORNEY

Bronx County

*Darcel D. Clark – District Attorney*

### JOB VACANCY NOTICE

**CIVIL SERVICE TITLE:** Community Coordinator

**LEVEL:** N/A

**FUNCTIONAL TITLE:** Chief Technician

**TITLE CODE NO:** 56058

**HIRING RATE:** \$65,000

**BUREAU/WORK UNIT:** Crime Strategies and Case Enhancement Unit, Video Unit

**WORK LOCATION:** 198 E 161<sup>st</sup> Street

**NUMBER OF POSITIONS:** 1

#### **JOB SUMMARY:**

Under limited supervision, with wide latitude for independent judgment and initiative, the Chief Technician will carry out responsible management tasks related to the production of professional media services.

#### **ESSENTIAL FUNCTIONS:**

1. Excellent communication and management skills to provide overall supervision for all video technicians and act as liaison between the video unit and Assistant District Attorneys (ADAs) and/or other law enforcement agencies
2. Ability to effectively schedule staff to ensure the unit's 24/7 operational requirements are fulfilled
3. Respond to crime scenes, hospitals, police precincts, and other pertinent locations to record crime scenes and statements by defendants and witnesses; preserve and maintain recordings for use as evidence in court
4. Serve as an expert witness for the prosecution in any court concerning recordings and chain of custody of evidence
5. Superior computer skills including familiarity and experience with non-linear editing systems, video playback, disc duplication, file conversion, surveillance footage retrieval, and Microsoft Office
6. Ability to carry and set up 60 lbs. of equipment

#### **JOB RESPONSIBILITIES:**

Specific duties will include, but are not limited to the following:

7. Evaluate quality of video recordings and give staff feedback to improve
8. Secure confidential recordings, prepare logs, and provide reports to management in a timely manner
9. Manage ongoing inventory and maintenance of all video equipment
10. **Due to the necessary service needs of this position, the incumbent will be required to work a flexible schedule, including nights, weekends, and holidays. In addition, the incumbent may be required to be on call in order to avail their services to the office as needed in emergency situations**
11. All other duties as assigned

#### **PREFERRED EDUCATION AND EXPERIENCE/QUALIFICATIONS:**

12. **A baccalaureate degree and a minimum of two years of experience in the TV/Video Industry preferred**
13. **A valid New York State driver's license with a minimum of two (2) years of driving experience is required and must be maintained for the duration of employment**
14. Two (2) years of supervisory experience preferred
15. Willing to work in adverse conditions, at odd hours
16. Strong organizational skills
17. Ability to encourage and support teamwork and good will

To apply you must visit the BXDA Office website ([www.bronxda.nyc.gov](http://www.bronxda.nyc.gov)) and click on Career Opportunities.

POST DATE: 1/19/2017

POST UNTIL: Filled

JVN: 902-17-1345

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