**DEPARTMENT OF JUSTICE**

**DIRECTORATE DIVISION**

**OFFICE OF COMMUNICATIONS**

**CREATIVE SERVICES**

**DUTY STATEMENT**

**NAME:**

**JOB TITLE:** Audio-Visual Specialist (Technical) – Limited-Term

**STATEMENT OF DUTIES:** The Audio-Visual Specialist (Technical) independently plans, organizes and directs the complex technical and professional work performed in producing video-recorded communications and training programs; reviews technical reports and scripts of video-recorded productions for content and style; develops television communication programs supportive of departmental goals; meets with persons requesting video-recorded production services to determine how their needs can best be met; supports “Live Streaming” of the Attorney General’s (AG) media press conferences for posting to media outlets and does other related work as needed to support communication.

**SUPERVISION RECEIVED:**  Under the direction of the Communications & Imaging Resource Center’s Staff Services Manager II (Supervisory).

**SUPERVISION EXERCISED:** None.

**TYPICAL PHYSICAL CONDITIONS:** Maybe required to lift up to 50 pounds.

**TYPICAL WORKING CONDITIONS:** Enclosed office, in a smoke-free environment. Travel will be required up to 30% of the time. Overtime may be required, approximately 3-5 hours per week associated with travel needs.

**ESSENTIAL FUNCTIONS:**

**30%** Oversees the complex technical and professional work in the preparation of audio-visual multimedia production and outreach portion of the AG’s Communications Office. Prepares the final edited version of videotaped media related events and forwards it for approval by the AG’s Communications Director. Prepares and evaluates which cameras, lenses, lighting and audio reinforcement equipment are required for both television and website communication productions. Provides technical and logistical support to the Creative Services Unit.

**30%** Edits and distributes information for public awareness. Devises solutions to complex audio-visual communication problems such as poor cellular signal during a livestream event or an audio equipment malfunction during a recording, analyzes situations accurately, and takes effective action. Executes staging of large scale BlueJeans and other web-based events.

**20%** Statewide travel between incumbent’s base office location and designated filming locations will be required approximately once per week or more as needed, depending on operational needs. Travel will assumed to be via automobile, however public transportation options may be utilized where they exist.

**5%** Acts as team member of DOJ’s AG website team, this includes videotapes, edits and updates to posted information; updates specific sections of the website as they relate to the total communication needs of the DOJ in order to inform the public with the most current information available. Maintains audio, film, photography and art image library within the DOJ for distribution to the news media, future production uses and archival purposes.

**5%** Captures new still photography or researches archived photos that can be used for both printed and video production.

**5%** Conducts research for audio-visual materials, web design, CDROM applications and devises, utilizes new techniques to improve existing technologies in a cost-effective manner. Anticipates future multimedia needs of the DOJ and plans accordingly.

**5%** Prepares correspondence and reports for projects and services that may be requested by internal clients. Advises and recommends selection and purchase of audio-visual equipment.

I have read and understand the essential functions and typical physical demands required of the job and I am able to perform the essential functions with or without Reasonable Accommodation.

(Refer to the Essential Functions Health Questionnaire, STD 910.)

Employee’s Name (Print) Supervisor’s Name (Print)

Employee’s Signature Date Supervisor’s Signature Date