



## Township of Lakewood Employment Opportunity

### Media Technician 1

**Description:** Under general supervision, performs technical and administrative work in the control and disposition of video footage evidence for the Lakewood Township Police Department. Work involves managing and maintaining custody of digital and video footage evidence, records, and storage of inventory. Work also involves redaction duties, release of video files to outside requestors, and the transfer of evidence for court or administrative processes while ensuring digital files comply with records release laws and policies.

**Essential Duties:** Responds to inquiries from department personnel, courts, outside law enforcement agencies, or the general public regarding digital evidence and provides technical support. Monitors and initiates evidence disposition upon review of court disposition orders and statute of limitations.

Manages and facilitates digital video evidence and records of the Vehicle Camera Program. Redacts digital video and audio files using video management software, release video/audio files to outside requestors, and ensure digital files comply with records release laws and policies.

Performs administrative duties and compiles data for monthly and annual reports of video evidence held, ensuring completion by specified deadlines and in accordance with established goals and objectives. Performs other related work as required. General job description attached.

**Qualifications:** Formal Education: One (1) year of formal training at a vocational or technical school or college in audiovisual production, and/or electronic theory, practice, and equipment.

**Experience:** One (1) year of media production preferably in law enforcement and clerical-administrative experience required.

**Benefits:** Full health benefits including dental, vacation, sick time, yearly holidays and pension plan.

**To apply:** Please email cover letter and resume with "Media Tech 1" in the subject line to

[hr@lakewoodnj.gov](mailto:hr@lakewoodnj.gov)

Posted: August 27, 2020

The Township of Lakewood is an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity and sexual orientation, national origin, disability status, protected veteran status, or any other characteristic protected by law.

## **Job Specification**

### **MEDIA TECHNICIAN 1**

#### **DEFINITION:**

Under the close supervision of a supervisory official in a State department, college, institution, agency, or local jurisdiction, assists in media usage consultation, information retrieval, production of graphic material, operation, maintenance, and distribution of audiovisual equipment, and control and distribution of expendable commercial art and audiovisual materials; does other related duties as required.

**NOTE:** The examples of work for this title are for illustrative purposes only. A particular position using this title may not perform all duties listed in this job specification. Conversely, all duties performed on the job may not be listed.

#### **EXAMPLES OF WORK:**

Selects and produces graphic materials appropriate to individual communicative needs.

Assists in television production such as camera operation, sound techniques, lighting techniques, graphic selection, and other related tasks.

Operates audiovisual, television, and graphic production equipment.

Assists in the conception, development, and production of custom graphic materials.

Performs simple preventive maintenance on all types of media equipment.

Assists in basic still and motion picture photography.

Assists in various applications of audio recording as applied to audio tapes, audio transfer, sound on sound records, and so forth.

Writes and illustrates public relations materials.

Updates, processes, maintains, circulates, and develops catalog listings of instructional and expendable materials located in media center.

Maintains essential records and files.

Prepares clear, accurate, and informative reports.

Will be required to learn to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units.

#### **REQUIREMENTS:**

##### **EDUCATION:**

One (1) year of formal training at a vocational or technical school or college in audiovisual production, graphics, and photography, and/or electronic theory, practice, and equipment.

##### **EXPERIENCE:**

One (1) year of experience in media production, equipment, and photographic or media software.

##### **LICENSE:**

Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform essential duties of the position.

##### **KNOWLEDGE AND ABILITIES:**

Knowledge of media hardware and software.

Knowledge of audio devices and programming.

Knowledge of television production including camera operation, sound techniques, and lighting techniques.

Knowledge of still and motion picture photography.

Ability to analyze subject matter information to determine appropriate type of media use.

Ability to organize assigned work efficiently.

Ability to interpret catalogs and references.

Ability to perform basic preventive maintenance on media equipment.

Ability to select and produce graphic materials.

Ability to assist in application of audio recording for various uses.

Ability to write and illustrate public relations materials.

Ability to update, process, maintain, circulate, and develop catalog listings of instructional and expendable materials located in media center.

Ability to maintain essential records and files.

Ability to prepare clear, accurate, and informative reports.

Ability to learn to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units.

Ability to read, write, speak, understand, and communicate in English sufficiently to perform the duties of this position. American Sign Language or Braille may also be considered as acceptable forms of communication.

Persons with mental or physical disabilities are eligible as long as they can perform the essential functions of the job with or without reasonable accommodation. If the accommodation cannot be made because it would cause the employer undue hardship, such persons may not be eligible.

**This job specification is applicable to the following title code:**

<b>Job Spec Code</b>	<b>Variant</b>	<b>State, Local or Common</b>	<b>Class of Service</b>	<b>Work Week</b>	<b>State Class Code</b>	<b>Local Class Code</b>	<b>Salary Range</b>	<b>Note</b>
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This job specification is for **state** and **local** government use.

Salary range is only applicable to state government.

Local salaries are established by individual local jurisdictions.