

**BOARD OF PARDONS AND PAROLES
JOB DESCRIPTION**

POSITION TITLE: MULTIMEDIA TECHNICIAN I -
Board of Pardons and Paroles

SALARY GROUP: A10

DEPARTMENT: Board of Pardons and Paroles

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CERTIFICATION: I certify that, to my knowledge, this is an accurate and complete description of the essential functions and the conditions required for this position.

APPROVED BY: Rachel Alderete DATE: 10/12/2015

POSITION #: 064117

I. JOB SUMMARY

Performs entry-level multimedia operation and production work. Work involves assisting in the design, preparation, and production of audiovisual materials using photographic, audio, and video equipment. Works under close supervision with minimal latitude for the use of initiative and independent judgment.

II. ESSENTIAL FUNCTIONS

- A. Installs, adjusts, and operates audiovisual equipment to include cameras, lights, and microphones to film and record multimedia productions; and assists with audiovisual equipment for training and public information presentations.
- B. Coordinates teleconference programs to include scheduling, setting up equipment, and supplying program materials to participants; and assists the Board of Pardons and Paroles (BPP) staff in providing audiovisual support for conferences and teleconferences to include setting up and operating the public address system at BPP board meetings, workshops, and training events.
- C. Serves as incident coordinator to include taking telephone calls and emails from users regarding computer-related problems and preparing and dispatching call tickets; and provides technical assistance in the program area.
- D. Conducts audio recording sessions and edits and mixes effects; duplicates audio and video media and digital data from master versions for distribution; and assists with editing multimedia files for production using computer-assisted and other special effects audiovisual equipment.
- E. Resolves technical problems for agency staff; assists with stock levels of supplies and provides input related to procurement of equipment and supplies; and performs routine maintenance and cleaning of audiovisual equipment.

* Performs a variety of marginal duties not listed, to be determined and assigned as needed.

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III. MINIMUM QUALIFICATIONS

A. Education, Experience, and Training

1. Bachelor's degree from a college or university accredited by an organization recognized by the Council for Higher Education Accreditation (CHEA) or by the United States Department of Education (USDE). Major course work in Communications, Radio, Television, Film, or a related field preferred. Each year of experience as described below in excess of the required three years may be substituted for thirty semester hours from an accredited college or university on a year-for-year basis.
2. Three years full-time, wage-earning audiovisual equipment operations experience.
3. One year full-time, wage-earning information technology support coordination experience.

B. Knowledge and Skills

1. Knowledge of video production, editing, recording, computer graphics, animation, and quality multimedia processes.
2. Knowledge of audiovisual equipment practices and procedures.
3. Knowledge of information technology incident coordination and tracking.
4. Knowledge of agency and departmental organizational structure, policies, procedures, rules, and regulations preferred.
5. Skill in the use of production, recording, developing, and testing software and maintaining audiovisual equipment.
6. Skill in problem-solving techniques.
7. Skill in the use of computers and related equipment in a stand-alone or local area network environment.
8. Skill in the use of audio and video editing software.
9. Skill to operate audiovisual equipment.
10. Skill to interpret instrument and meter readings.

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11. Skill to set up and operate a public address system, to include microphones, mixer, amplifier, speakers, recorders and other related equipment.
12. Skill to communicate ideas and instructions clearly and concisely.
13. Skill to coordinate with other staff, departments, officials, agencies, and organizations, and the public.

IV. ADDITIONAL REQUIREMENTS WITH OR WITHOUT REASONABLE ACCOMMODATION

- A. Ability to walk, stand, sit, kneel, push, stoop, reach above the shoulder, grasp, pull, bend repeatedly, identify colors, hear with aid, see, write, count, read, speak, analyze, alphabetize, lift and carry 15-44 lbs., perceive depth, operate a motor vehicle, and operate motor equipment.
- B. Conditions include working inside, working around machines with moving parts and moving objects, radiant and electrical energy, working closely with others, working alone, working protracted or irregular hours, and traveling by car, van, bus, and airplane.
- C. Equipment (machines, tools, devices) used in performing only the essential functions include computer and related equipment, typewriter, calculator, copier, fax machine, telephone, public address system, teleconference system, and automobile.