



## **JOB POSTING # 19-068**

# **PT AUDIO VISUAL SPECIALIST**

## **POLICE DEPARTMENT**

**HOURLY RATE: \$ 12.41 - \$13.17**  
**OPEN UNTIL FILLED**

### **JOB DESCRIPTION:**

Under general direction, provides technical support in camera systems administration, audio/video systems and programs and related technological system programs for the assigned department. Position is responsible for the classification and retention of audio and video police records for the processing of law enforcement and open records requests. Ensures compliance with federal, state and local regulations regarding records retention.

### **Essential Job Functions:**

1. Track and catalogues body camera, in-car camera, and other police video and audio recordings.
2. Researches and retrieves requested audio/video reproductions for court, open records, and law enforcement requests.
3. Research criminal case dispositions to determine eligibility of releasing law enforcement records to the public. Coordinates with City Attorney's Office on possible exceptions to disclosure within three business days of receiving requests.
4. Utilize software to redact confidential information from audio/video records in accordance with the Texas Public Information Act. Redacts audio segments that re not public record.
5. Troubleshoots and provides technical assistance related to audio/video systems, retention, storage, protection and retrieval.
6. Coordinates with technology professionals and vendors regarding technical services, software programs, and hardware related to digital video.
7. Provides guidance to other personnel on Texas Public Information Act laws, city guidelines, and Kingsville Police Department (KPD) policies and procedures.
8. Ensures compliance with required federal, state, and local retention guidelines and schedules.
9. Assists with the procurement and implementation of new equipment and software related to collection, storage, organization, security, reproduction, and dissemination of audio/video records.
10. The essential functions of this job are performed in both an indoor office environment and outside in the field.

### **ADDITIONAL DUTIES:**

Performs other duties and responsibilities as assigned

### **REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

- Extensive knowledge of audio and video editing, editing equipment and equipment maintenance requirements.
- Knowledge of local, state, and federal guidelines for records retention and disposal.
- Knowledge of the Texas Public Information Action regulations
- Knowledge of records management principals, practices and techniques.
- Knowledge of technical requirements for audio/video records for storage
- Knowledge of methods, techniques and practices of research for attorney or legal review.
- Skill in editing and enhancing audio and video recordings.
- Ability to operate a computer keyboard and other basic office equipment
- Ability to store, protect and retrieve audio/video records.
- Ability to communicate clearly and effectively.
- Ability to perform all the physical, intellectual and analytical requirements of the position including decision making.
- Excellent customer service abilities to work cooperatively other City staff and outside agencies
- Ability to interpret and apply administrative and departmental policies, laws, and rules
- Ability to plan, organize and schedule priorities in the office
- Ability to maintain confidential and sensitive information
- Ability to establish and maintain effective working relationships and to communicate with department personnel, City employees and the public

### **MINIMUM QUALIFICATIONS:**

Two (2) years working with audio/visual equipment (editing, reproduction)

Advanced proficiency in the use of computer software applications: MSWord, Excel, Access and PowerPoint

**PREFERENCE:**

Bilingual in English/Spanish

Associate degree from an accredited college or university

**Acceptable Equivalency:**

Any combination of experience and training that would likely provide the required knowledge, skills and abilities

**Conditions of Employment:**

- High School or GED
- Valid Driver's License
- Proof of eligibility to legally work in the US
- Drug Screen
- Background investigation (intensive background investigation for Police Department personnel)
- Acquire and maintain Criminal Justice Information Systems (CJIS) eligibility
- All City employees are required in the course and scope of their employment to provide services for the benefit of the general public during emergency situations that threaten the safety of Kingsville citizens. City employees must be able to work immediately before, during, and/or immediately after an emergency in accordance with the City of Kingsville Emergency Services Policy No. 881 effective August 28, 2006.
- Employee Behavior and Conduct: City employees shall conduct themselves in a professional manner and shall exhibit and extend such professional conduct appropriate for the circumstances to those with whom they come into contact both internally and externally during the performance of their duties. Examples of professional conduct include, but are not limited to, being communicative, informative, fair, honest and respectful.

**Employee Behavior and Conduct:**

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Applications are available at City of Kingsville-Human Resources, 400 W. King Avenue, Kingsville, TX 78363 or download at [www.cityofkingsville.com](http://www.cityofkingsville.com) Additional information available by calling 361-595-8017 or email [hadmin@cityofkingsville.com](mailto:hadmin@cityofkingsville.com) **EOE.**

**NOTE:** The above statements are intended to describe the general nature and level of work performed by an employee in this position. These statements are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of employees in this position. This job description is not an employment agreement, contract agreement, or contract. Management has exclusive right to alter this job description at any time without notice.

Posted September 13, 2019  
10:00 a.m.