



**OFFICE OF THE DISTRICT ATTORNEY**  
**Bronx County**

**Darcel D. Clark – District Attorney**  
**JOB VACANCY NOTICE**

<b>CIVIL SERVICE TITLE:</b> Community Associate	<b>LEVEL:</b> N/A <b>HIRING</b>
<b>FUNCTIONAL TITLE:</b> Video Technician	
<b>TITLE CODE NO:</b> 56057	<b>RATE:</b> \$51,000
<b>BUREAU/WORK UNIT:</b> Information Technology/Video Unit	
<b>WORK LOCATION:</b> 198 E 161 <sup>st</sup> Street	<b>NUMBER OF POSITIONS:</b> 1

**JOB SUMMARY:**

Under supervision, with wide latitude for independent judgment and initiative, the Video Technician will be responsible for providing 24 hour, 7 day a week support to Assistant District Attorneys investigating homicides and other serious felonies.

**ESSENTIAL FUNCTIONS:**

1. Respond to crime scenes, hospitals, police precincts, and other pertinent locations to record crimes scenes and statements by defendants and witnesses; preserve and maintain recordings for use as evidence in court
2. Superior computer skills including familiarity and experience with non-linear editing systems, video playback, disc duplication, file conversion, and Microsoft Office
3. Ability to carry and set up 60 lbs. of equipment
4. Valid New York State driver's license and a minimum of two (2) years driving experience

**JOB RESPONSIBILITIES:**

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

- Retrieve surveillance footage, preserve and maintain this media for use as evidence during trial and create duplications for discovery purposes
- Provide the office with technical support for courtroom presentations
- 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
- All other duties as assigned

**QUALIFICATION REQUIREMENTS/PREFERRED SKILLS:**

- A baccalaureate degree preferred of a High School Diploma/GED and prior experience in the TV/Video Industry
- A valid New York State driver's license and a minimum of two (2) years driving experience is required
- Excellent interpersonal and oral communication skills
- Ability to work well in a team environment
- Willing to work in adverse conditions, at odd hours
- Strong organizational skills
- Surveillance footage retrieval experience a plus

To apply, please submit your resume/cover letter to the following address. Please include the Job Vacancy Number (JVN):

Email: [BxDAHR@bronxda.nyc.gov](mailto:BxDAHR@bronxda.nyc.gov)

Or, mail to:

Abigayle Erickson  
Human Resources Unit

Office of the Bronx District Attorney  
198 E 161<sup>st</sup> Street, 4<sup>th</sup> Floor, Bronx, NY 10451

Your resume may be considered for additional assignments for which you are qualified. Only applicants scheduled for interviews will be contacted.  
Submission of application is not a guarantee that you will receive an interview.

**POST DATE:** 08/12/2015

**POST UNTIL:** Filled

**JVN:** 902-15-1198

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