

Pinellas County Sheriff's Office

"Leading The Way For A Safer Pinellas"



MULTIMEDIA TECHNICIAN

JOB CODE: 30125	PAY GRADE: 13	PAY RANGE: \$39,600 - \$63,360
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GENERAL DESCRIPTION

Under the direction of a supervisor in the Technical Operations Unit, the incumbent performs professional and technical work of considerable difficulty. The position collects, examines, processes and analyzes video, audio and digital multimedia evidence for investigative purposes. Provides assistance and support for electronic devices related to and deployed during investigations. The incumbent produces promotional and training video and audio programs. Work is reviewed through observation and results obtained. **Requires availability to work irregular hours on occasion to meet operational needs.**

SUPERVISES OTHERS: No

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

- Analyzes video and audio evidence for the Pinellas County Sheriff's Office and outside agencies using a variety of computer software and related hardware systems; video and audio evidence may be presented on analog or digital tape, optical disc, or as a data file;
- Collects and preserves video and audio evidence at crime scenes as directed;
- Assists investigators from the Pinellas County Sheriff's Office and outside agencies by collecting, analyzing, and processing digital evidence from electronic devices; electronic devices may include cellular phones, digital cameras, computers, flash drives, memory cards, or covert digital equipment;
- Prepares video, audio, and other digital multimedia evidence for court room and trial presentation;
- Configures, tests, and/or operates electronic equipment during undercover operations;
- Coordinates production of training and promotional video tape programs including script presentation, location videotaping, post production editing, and distribution;
- Conducts videotaping and photography at search warrant locations and crime scenes for evidence purposes as directed;
- Assists in covert electronic equipment installations and surveillance operations;
- Participates in Sheriff's Office recruitment and community relations activities as directed.

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This list of duties and responsibilities is not intended to be all-inclusive and you may not be responsible for every item listed. The employer reserves the right to assign additional duties and responsibilities as necessary.

QUALIFICATIONS

- Graduation from an accredited college or university in Computer Science, Multimedia Forensics, television, film, audio production, or related field
- Two (2) years' experience in a related field
- Certification in forensic video preferred
- Or equivalent combination of education and experience
- Must possess a valid Florida driver's license

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of forensic video, audio, and digital evidence analysis methods and related hardware and software systems
- Knowledge of methods used in collecting and preserving audio, video, and digital media evidence
- Knowledge of law enforcement related electronics including video cameras and recorders, CCTV, digital imaging, audio recorders, wireless communications, and telecommunications
- Ability to configure, test, and operate covert electronic equipment for undercover operations, as well as covert installations
- Knowledge of the techniques involved in writing, producing, shooting, editing and distributing promotional and training video programs
- Ability to perform all functions of the job classification without posing a direct threat to the health or safety of other individuals in the workplace

PHYSICAL ABILITIES

The physical abilities listed below are estimates of time spent during a typical work day to perform essential functions and responsibilities. Members in this position may be required to:

- Sit up to 7 hours per day
- Stand up to 2 hours per day
- Walk up to 2 hours per day
- Drive up to 1 hour per day
- Occasionally lift up to 100 lbs.
- Occasionally bend, squat, reach, climb, kneel, or twist