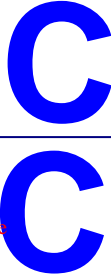




**CAYUGA
COUNTY**



An Equal Opportunity - Affirmative Action Employer

CIVIL SERVICE COMMISSION

F:\Civil\Jobsp\AudioVisualAide

TITLE:	AUDIO-VISUAL AIDE
JURISDICTIONAL CLASS:	COMPETITIVE
CIVIL DIVISION:	COUNTY SCHOOLS, CCC
ADOPTION: CSM	
REVISED: CSM	12/1/78, 12/11/91, 9/12/01, 5/11/05

DISTINGUISHING FEATURES OF THE CLASS:

Receives, stores, processes and distributes a variety of audio-visual equipment, supplies, films, and related materials and may operate such equipment in a school district or community college; does related work as required. These duties involve the maintenance of audio-visual and related learning resource materials and also may involve the operation of a variety of audio-visual equipment such videotape and digital recorders and duplicators, film inspectors, splicers, film and slide projectors, etc. in a school district or community college. The work is performed under general supervision of either a higher-level employee in the audio-visual field or school or college official with leeway allowed for independent judgment in carrying out details of the work. Supervision may be exercised over the work of student assistants or helpers.

TYPICAL WORK ACTIVITIES: (Illustrative only)

- Processes requests from teachers, students and civic groups and obtains a variety of audio-visual supplies, materials and equipment for use in the school district or community college;
- Instructs teachers and/or students in operation of the audio-visual equipment;
- Operates record players, videotape and digital recorders, film and slide projectors, and related audio-visual equipment;
- Assists students and faculty in locating, utilizing and returning a variety of audio-visual learning resources such as cassette, film strips and loops, videotape or digital recordings, slides and related reading matter to meet course and learning objectives;
- Coordinates and organizes delivery and return of motion picture films, film strips, film loops, slides, exhibits, digital recordings, videotapes and related audio-visual materials;
- Make duplicate videos as needed and off-air videotaping as requested;
- Erase videos as rights expire and remove them from booking system;
- Organizes requested audio-visual materials for use during specific periods or classes to maximize utilization of available resources;
- Makes minor adjustments and simple repairs to a variety of school audio-visual equipment such as changing bulbs, record player needles, cleaning lenses, etc.,
- May perform minor typing duties not requiring the services of a skilled typist;
- May perform back-up minor clerical tasks such as copying and printing services;
- May organize and maintain an inventory catalog of audio-visual media, films, film strips, slides, videotapes and related materials used in the instructional process;
- Maintains borrower's information on media booking system; prints and sends overdue notices;
- Add barcodes and copy specific information to records in media catalog and other materials;
- Prepares video kits and produces flyers using district software;
- Maintains calendar in booking system on computer;
- Prepares and maintains a variety of records and reports related to the work;
- Does related work as assigned.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, & PERSONAL CHARACTERISTICS:

Working knowledge of a variety of audio and video recording machines;
Ability to acquire a working knowledge of the care, repair, cleaning and storage of motion picture films, slides, digital recordings, tapes and filmstrips and of the minor maintenance of school audio-visual equipment;
Ability to readily acquire familiarity with and knowledge of terminology, procedures, and equipment related to school or community college audio-visual work;
Ability to keep simple records and make reports;
Ability to instruct and inform others in the operation of a variety of audio-visual equipment;
Ability to record inventory, film rentals, video recording schedules, and equipment loans;
Ability to establish and maintain cooperative working relationships with other personnel;
Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a high school equivalency diploma.

SPECIAL REQUIREMENTS FOR ACCEPTANCE OF APPLICATIONS:

NOTE: If the position requires the operation of a motor vehicle then the following special requirement applies:

Eligibility for an appropriate level New York State Driver's License at the time of application for appointment.

Possession of the license at time of appointment.