

**CLASS SPECIFICATION**  
**Video Production Assistant**

FLSA Status: Non-exempt  
Union Representation: Nonrepresented

**GENERAL PURPOSE**

Under general supervision, shoots and produces audio visual materials for instruction and training purposes; and performs related duties as assigned.

**DISTINGUISHING CHARACTERISTICS**

Video Production Assistants shoot videotapes for training purposes and produce other video training and informational materials requiring knowledge of basic video production procedures and uses of equipment and software tools.

Video Production Assistant is distinguished from Video Production Specialist in that incumbents in the latter class produce programming for cable television and the advanced production of videos for training and informational programs.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

Any one position in this class may not perform all the duties listed below, nor do the listed examples of duties include all similar and related duties that may be assigned to this class.

1. Produces audio visual materials and aids for training, information and instruction purposes; writes scripts; recruits volunteer actors and technicians; ensures proper lighting; produces video programs from scripts prepared by other people; directs actors to produce simulated incidents.
2. Shoots videotapes of police tactics training of new officers for use in providing critiques and feedback on performance.
3. Plans and organizes work to meet training schedule; provides advice to other bureau personnel on audiovisual equipment and its use; consults on television production and audiovisual equipment.
4. Operates and performs preventative maintenance on audiovisual equipment.

**OTHER DUTIES**

1. May be assigned to perform other work for training purposes or to meet technological changes or emergencies.
2. Prepares presentation overheads to meet customer requirements.

3. Oversees and works as a crew member in producing videotapes for use in bureau training programs.

## **MINIMUM QUALIFICATIONS**

### **Knowledge of:**

1. Principles, practices and techniques of video production.
2. Methods and techniques for script writing for a variety of purposes.
3. Techniques and equipment used in sound recording, lighting and video editing.
4. Uses of software for design and development of computer-generated graphics.

### **Ability to:**

1. Operate a variety of video and audio equipment.
2. Operate a computer and use specialized software to create graphics.
3. Operate sound systems and use basic sound system tools.
4. Perform video editing and script writing assignments.
5. Apply production techniques creatively.
6. Operate and maintain equipment in conformance with applicable laws and regulations.
7. Communicate effectively orally and in writing.
8. Exercise sound independent judgment within established guidelines.
9. Establish and maintain effective working relationships with bureau managers, employees, the public and others encountered in the course of work.

### **Training and Experience:**

A typical way of obtaining the knowledges, skills and abilities outlined above is graduation from high school; completion of video development and editing courses and two years of full-time paid experience in video development, production and/or editing; or an equivalent combination of training and experience.

### **Licenses; Certificates; Special Requirements:**

A valid state driver's license may be required for certain assignments.

## **PHYSICAL AND MENTAL DEMANDS**

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depends, in part, on the specific requirements for the job, the limitations related to disability and the ability of the hiring bureau to accommodate the limitation.

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### **Class History:**

Adopted: 07-01-02

Revised:

Class created as a result of Nonrepresented Classification & Compensation Study, 2000-2002. This class is composed of positions from the following class(es):

0605 AUDIO/VISUAL SPECIALIST. Adopted: 01-28-75; Revised: 07-01-92

June 2009 - Change Job Class number from 7245 to 30000517, due to system change.