



**State  
Police**

**KATHY HOCHUL**  
Governor

**STEVEN A. NIGRELLI**  
Acting Superintendent

**POSTING DATE: 01/04/2023**

**APPLICATION DUE BY: 01/25/2023**

**Title:** Multimedia Production Program Specialist 1  
Hiring Rate: \$61,270

**Location:** Division Headquarters- State Police Academy  
1220 Washington Avenue, Building #24  
Albany, New York 12226  
Albany County

**Grade:** 18

**Employment Type:** Full-Time

**Work Days:** Monday through Friday

**Union Representation:** PEF

Employees interested in this position who meet the minimum qualifications specified in the job description should submit a memorandum of intent, complete résumé, and transcripts to Major Steven C. Graap, Employee Relations, Attention: Non-Sworn Hiring Unit at Division Headquarters. The preferred method for submission of these items will be to attach them to a Division email and send to [personnel@troopers.ny.gov](mailto:personnel@troopers.ny.gov) no later than close of business **January 25, 2023**. Résumés will be evaluated to determine whether candidates will proceed to the interview phase of the process.

Interested candidates should familiarize themselves with the duties, activities and responsibilities of the position of interest prior to the job announcement deadline date.

Per Division policy, employees who were appointed, promoted, reassigned to, or are currently serving a prescribed probationary period in the subject position, are not eligible to request reassignment or transfer to another position, assignment, or location. They must first successfully complete the prescribed probationary period or one (1) year in the subject position, whichever is applicable. This policy does not preclude requests for promotion to other positions.

## **DUTIES:**

- **Forensic Multimedia Support:** Video documentation of criminal and civil events throughout the State, perform on-scene analog/digital multimedia extractions, perform on-scene photogrammetry/reverse projection testing, perform analysis/examination of analog and digital multimedia evidence in a multimedia lab environment, perform comparative analysis/examination of analog and digital multimedia evidence and provide expert criminal and civil court testimony. Working knowledge and expertise with applications from Avid Technologies, Ocean Systems, DME Forensics, Salient Sciences, iINPUT-ACE, Amped 5, Video Focus, Leica applications, Trimble and Adobe Systems are essential. In addition, fundamental concepts of analog and digital recording devices are critical to the success of this position.
- **Studio/Field Multimedia Productions:** Perform the pre-production and production phases of creating multimedia projects. Duties include attending pre-production meetings, script writing, lighting, audio, computer teleprompting and videography. Working knowledge and expertise with professional camera systems is essential.
- **Post-Production:** Perform the post-production process (editing) of Division multimedia projects using non-linear video editing systems. Working knowledge and expertise with Avid Technologies, Apple Final Cut Pro, and Adobe Premiere is mandatory. Working knowledge and expertise with multimedia encoding formats will also be required.
- **Audio – Visual Support:** Perform multimedia support in training and public relations events held at the Academy and venues across NYS. Tasks include supplying instructors, presenters and staff with appropriate A/V equipment and operating a variety of A/V equipment during seminars, teleconferences, press conferences and other events held across NYS.
- **Multimedia Duplications:** Perform the process of multimedia duplications and archiving. Knowledge and expertise in duplication systems and archiving applications will be required. Packaging, distribution, back up and archiving will be performed.
- Perform such other duties as directed by the Manager of Forensic Video/Multimedia Services Unit.

## **MINIMUM QUALIFICATIONS:**

- One (1) year of competitive or non-competitive service as an Audiovisual Production Specialist, Photographer 3, Graphic Designer 1 or Audiovisual Training and Production Specialist. Special consideration will be given to those who have successfully completed training courses in the field of Forensic Multimedia Analysis with training goals of attaining certification as a LEVA Certified Forensic Video Technician and/or Analyst;

OR

- Bachelor's degree with concentration in video, television or film production, web interface design, graphic design, communications design, or a closely related technology field AND two (2) years of experience in a related technology field, producing multimedia programming projects using elements of production, or graphic design for web. Special consideration will be given to those who have successfully completed training courses in the field of Forensic Multimedia Analysis with training goal of attaining certification as a LEVA Certified Forensic Video Technician and/or Analyst.

## **HOW TO APPLY:**

Kindly send a letter of intent, complete resume, and transcripts to:

**Email:** [personnel@troopers.ny.gov](mailto:personnel@troopers.ny.gov)

**Place in the Subject line:** *Attention: Non-Sworn Hiring  
Unit*