

AUDIO VISUAL HELPER (PART TIME)

TOMPKINS COUNTY

Department BOCES
Classification Non-Competitive
Labor Grade _____
Approved NYS CSC 4/21/75
Revised 2/17/76
By HH, Commissioner of Personnel

DISTINGUISHING FEATURES OF THE CLASS:

This is routine work involved in Assisting in operation, care and storage of projectors, phonographs, recorders, television cameras, films, tapes, and other audio-visual equipment. The Work is performed under direct supervision. Supervision of others is not a responsibility of this class. Does Related work as required.

TYPICAL WORK ACTIVITIES:

Cleans all types of equipment and films;
Assists in inspecting, splicing, cleaning, labeling, storing, and distributing films, filmstrips, Transparencies, and slides;
Delivers audio-visual equipment to classrooms;
Reproduces instructional material such as overhead transparencies, black and white and color slides, photographic copies, spirit masters and audio tapes;
Assists in making minor repairs to equipment;
May inventory and maintain supply of bulbs, fuses, and other minor replacement equipment;
May assist in preparing and maintaining records of the operation of the Audio-Visual Office;
When not involved in audio-visual work, may perform minor clerical duties;

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good mechanical aptitude;
Ability to learn the principles, practices, and techniques of video tape projection and sound equipment operation and maintenance;
Ability to learn the principles, practices, and techniques of video tape recorder operation;
Ability to get along well with others;
Mechanical aptitude; Clerical aptitude; Resourcefulness; Tact; Courtesy; Good judgement; Good physical condition;

MINIMUM QUALIFICATIONS:

Completion of eighth grade.