Go Back

NASSAU COUNTY Title: AUDIO-VISUAL HELPER

SCHOOL DISTRICTS Code: 210035 LLP

<u>CLASS SPECIFICATION</u>
Page: 1 of 1
Non-Competitive

### **GENERAL STATEMENT OF DUTIES**

Performs routine maintenance, cleaning, and repair of audio-visual equipment; performs related duties as required.

### **COMPLEXITY OF DUTIES**

Under direct supervision, the duties require the use of limited judgment and some mechanical aptitude in the routine care of audio-visual equipment.

#### **TYPICAL DUTIES**

- 1. Prepares and ships films, slides, records, and tapes within the district.
- 2. Receives and inspects incoming audio-visual material and equipment.
- 3. Replaces needles, bulbs, and tubes.
- 4. Splices film.
- 5. Cleans shelves and equipment.
- 6. Picks up and delivers equipment, as required.
- 7. May assist in repair of audio, video, and projection equipment up to 50% of time.

# FULL PERFORMANCE KNOWLEDGES, SKILLS, AND ABILITIES

- 1. Knowledge of the care and handling of audio, video, and projection equipment, film, audio and video tapes, and records.
- 2. Ability to understand and follow directions.
- 3. Ability to perform minor repair of audio-visual equipment.

## **MINIMUM QUALIFICATIONS**

## **Training and Experience**

Completion of tenth grade education.

## **Necessary Special Requirement**

Possession of an appropriate class, valid Driver's License issued by the State of New York may be required.

Go Back