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NASSAU COUNTY
SCHOOL DISTRICTS
CLASS SPECIFICATION

Title : AUDIO-VISUAL TECHNICIAN
Code : 210045 LMF
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Competitive

GENERAL STATEMENT OF DUTIES

Repairs, maintains, and operates projection and sound equipment and maintains films; performs related duties as required.

COMPLEXITY OF DUTIES

Under general supervision, the duties are technical and require independent judgment in the repair, maintenance, and operation of a variety of audio-visual equipment.

TYPICAL DUTIES

1. Inspects and makes repairs and adjustments to film projection equipment, cameras, phonographs, tape recorders, amplifiers, audio-meters, and other sound equipment.
2. Inspects, cleans, splices, rewinds, labels, and stores motion picture film, film strips, and slides.
3. Records concerts, radio and television programs, plays, and other theatrical performances, as required.
4. Operates still, motion picture, and television cameras.
5. Checks and adjusts television receivers and makes repairs if necessary.
6. Checks in and sorts films for distribution to various schools in accordance with requests.
7. Develops negatives and prints and enlarges pictures.
8. Demonstrates and instructs students and teachers in the use of audio-visual equipment.
9. Packs films for shipment and delivers films, projectors, and sound equipment to the various schools in the system.
10. Maintains inventory and orders parts.
11. Maintains records and prepares reports.

FULL PERFORMANCE KNOWLEDGES, SKILLS, AND ABILITIES

1. Thorough knowledge of the repair and maintenance of audio-visual equipment.
2. Thorough knowledge of the operation of projection, sound, and recording equipment.
3. Ability to demonstrate the use of audio-visual equipment.
4. Ability to maintain records of supplies.

MINIMUM QUALIFICATIONS

Training and Experience

Graduation from high school
and, either

- a. One year of experience in the repair of radio, television, and projection equipment;
or

- b. Completion of one year of instruction or training which included the maintenance and/or repair of radio, television, and projection equipment.

NOTE: Experience, as outlined above, may be substituted for high school on a year for year basis, up to a maximum of two years.

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