

# AV Technician

Reports to: **MIS Director/Unit Supervisor**  
Classification: **Grade 16/Union**  
Deadline Date: **March 23, 2010**

Location: **2650 S. California**  
Department: **Audio Visual Unit/MIS**  
Division: **Administrative Services**

**Primary function: to provide Audio Visual support and trial preparation utilizing various software applications and other tasks as requested.**

## **Duties and Responsibilities:**

### **Essential:**

- Assemble new audio visual equipment
- Maintain audio visual equipment and inventory
- Setup and delivery of audio visual equipment
- Organize storage of equipment
- Train users on equipment and software
- Work with equipment and video databases
- Scan, capture, convert, import, copy, print and burn courtroom presentation materials.
- Create courtroom presentations through various software.
- Request, transfer, burn and sort interrogation videos.
- Travel to various locations as needed.
- Able to work a flexible schedule based on the needs of the unit.
- Must have basic knowledge of audio visual equipment.
- Heaving lifting, pushing and pulling required.
- Perform other duties as assigned.

### **Interactions:**

- Interacts regularly with State's Attorney Employees.
- Interacts regularly with various governmental agencies.
- Regular access to highly sensitive and graphic materials and confidential information.

### **Qualifications:**

- Requires excellent organizational skills, ability to multi-task and communicate clearly both orally and in writing. Requires proficiency in Microsoft Word Applications. PROMIS, CRIMES, Power Point, Access Database, and Excel preferred.

### **Please forward resumes to:**

Human Resources  
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Chicago, IL 60602  
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