



OFFICE OF COURT ADMINISTRATION

David Slayton
Administrative Director

JOB VACANCY NOTICE

Posting Date: November 7, 2018

Closing Date: Until Filled

Job Listing Identification Number: 8688417

State Class. No. and PayGroup: 1843/A16

State Job Title: Multimedia Technician IV

FLSA Status: Exempt Non-Exempt

Agency Job Title: Multimedia Producer

Location: Austin, Texas

Monthly Salary: \$3,750.00 - \$4,594.16

Type of Job: Full Time Part Time

Remarks: Salary commensurate with experience.

Travel Required: Yes 10% No

Job Description:

Performs highly complex (senior-level) multimedia operation and production work. Work involves overseeing the design, preparation, and production of audiovisual materials using photographic, audio, and visual equipment. Oversees filming of oral arguments for the Texas Supreme Court and/or the Texas Court of Criminal Appeals. May assign and/or supervise the work of others. Works under limited supervision, with considerable latitude for the use of initiative and independent judgment.

Essential Job Functions:

- Oversees the installation, adjustment, and operation of audiovisual equipment such as cameras, lights, and microphones to film and record multimedia productions.
- Oversees the editing and review of multimedia files for production using computer-assisted and other special effects audiovisual equipment.
- Oversees or performs computer-assisted editing and programming for television productions.
- Conceptualizes, analyzes, designs, composes, and directs creative audiovisual productions, including planning for the use of talent, the visualization of scripts, and the use of graphics.
- Coordinates with and advises agency staff and media users regarding creative and technical aspects of production.
- Plans and organizes production structure and all aspects of video production.
- Establishes production quality standards, operating procedures, and production procedures for a multimedia audiovisual studio.
- Produces and directs audiovisual training, public presentations, and broadcast-quality television productions for statewide distribution.
- Advises staff on the capabilities and applications of the audiovisual facility.

- Evaluates equipment specifications and requests, makes recommendations for the purchase of equipment, and coordinates equipment purchases and maintenance.
- Designs electronic media installations and constructs new and modifies existing circuitry and equipment.
- May assign and/or supervise the work of others.
- Performs related work as assigned and complies with all OCA policies.

Minimum Qualifications:

- Graduation from an accredited four-year college or university with major coursework in radio, television, film, communications or closely related field; may substitute four years of full-time related experience for required education on a year for year basis.
- Two additional years of full-time audiovisual experience.
- Experience with video production, editing, recording, computer graphics and animation.
- Experience operating audiovisual equipment.
- Knowledge of video production, recording, developing, testing and maintenance of audiovisual equipment.

Preferred Qualifications:

- Audiovisual experience with the State of Texas.
- Experience working under tight deadlines.
- Knowledge of the Texas Judiciary.

Employment Conditions:

- Operates standard office equipment.
- Performs sedentary office work.
- May be required to move equipment or other materials weighing up to 20 pounds Operates
- Must sit for extended periods of time.

Note:

The following Military Occupation Specialty (MOS) codes are generally applicable to this position. Applicants must fully complete the summary of military experience applicable to the position to determine if minimum qualifications are met.

25M, MC, 340, 4512, 3NOX2

Additional Military Crosswalk information can be accessed at

http://www.hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC_InformationandCommunication.pdf

To Apply:

Submit a complete application through Work In Texas at www.workintexas.com. Applications must be complete, including start and end dates of work experiences. Only applicants interviewed will be notified of their selection or non-selection.

An applicant's response to the question regarding Former Foster Youth on the state application is optional if you are applying for employment with the Office of Court Administration.

The Office of Court Administration is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, national origin, age or disability in employment or in the provision of services. In compliance with the Americans with Disabilities Act, any request for reasonable accommodations needed during the application process should be communicated to Human Resources. 1-800-RELAY TX (for hearing impaired).

The Office of Court Administration participates in E-Verify and will provide the Social Security Administration, and, if necessary, the Department of Homeland Security, with information from each new employee's Form I-9 to confirm work authorization.

Section 651.005 of the Government Code requires males, ages 18 through 25, to provide proof of their Selective Service registration or of their exemption from the requirement as a condition of state employment.