**DATE:** November 2, 2026

**TO:** **ALL COUNTY EMPLOYEES AND ELIGIBLE CANDIDATES**
(This is a not a competitive class position.)

**FROM:** Emmanuel C. Nneji, Esq, District Attorney
15 Joys Lane, Kingston, NY 12401

**JOB VACANCY:** Video and Technical Support Technician / Permanent/Provisional/ Full-Time / Benefited

**LOCATION:** Joys Lane

**SALARY:** $35.37 / hour (Grade 15)

**FILL DATE:** November 24, 2026

**DISTINGUISHING FEATURES OF THE CLASS**: An employee in this class is responsible for providing technical support to the Ulster County District Attorney's Office in matters relating to discovery, record keeping and digital case management. The incumbent serves as the primary technical administrator of the Office's digital case management system. The work involves responsibility for helping to efficiently and effectively manage, review and store audio and video evidence, including the redaction of protected information from audio-visual materials when necessary. Work is performed under the administrative supervision of the Discovery and Records Unit Chief with wide leeway allowed for independent decision. Supervision over the work of others is not normally a responsibility of an employee in this class. Does related work as required.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** : Good knowledge of audio and video editing, transcoding and asset management; good knowledge of the operation of professional audio and video software equipment; good knowledge of video formats, including resolutions, frequencies and frame rates; good knowledge of spreadsheet software including sorting, filtering and conditional formatting; good knowledge of workplace productivity software including word processing, email and videoconferencing; working knowledge of computer networking, cloud storage and data management; ability to troubleshoot software, networking, hardware and audiovisual systems; ability to read and understand technical manuals; ability to follow complex oral and written instructions; ability to establish and maintain effective working relationships; ability to instruct employees in the use of records management systems, and various software and technology systems/tools; initiative; accuracy.

**MINIMUM QUALIFICATIONS**: Either:

A.Graduation from an accredited college or university with a Bachelor's Degree in Computer Science, Network Administration, Information Technology, Communications, Film/Media or closely related field and one (1) year of full-time paid, or its' part-time equivalent, experience in technical support/help desk support in a computer center environment and/or experience in data wrangling and/or digital asset management; **OR**

B.Graduation from an accredited college or university with an Associate's Degree in Computer Science, Network Administration, Information Technology, Communications, Film/Media or closely related field and three (3) years of full-time paid, or its' part-time equivalent, work experience as defined by the limits of A above; **OR**

C.Graduation from high school, or possession of a high school equivalency diploma and five (5) years of full-time paid, or its' part-time equivalent, work experience as defined by the limits of A above; **OR**

D.An equivalent combination of training and experience as described in A, B and C above.

**Special Requirement for appointment to Ulster County positions:** In accordance with Ulster County Legislative Local Law Number 14 of 2007 or by other State and Federal Statutes, candidates for employment to all Ulster County positions must obtain clearance for appointment from the Department of Criminal Justice Services or other mandated Federal and State regulatory authority based upon fingerprinting and a criminal history background check.

**ULSTER COUNTY IS AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**

All qualified applicants will receive consideration for employment without regard to age, race, color, religion, gender, creed, national origin, physical or mental disability, marital status, veteran status, disabled veteran status, or status as a member of any other protected group or activity.