

AUDIO-VISUAL AIDE

DISTINGUISHING FEATURES OF THE CLASS: This is routine work involving responsibility for the operation, care, storage and minor repair of projectors, tape recorders, television cameras, films, tapes and other audio-visual and/ or computer equipment. The work is performed under the general direction of a higher level employee in accordance with established policies and procedures. Supervision over others is not a function of this class. Does related work as required.

TYPICAL WORK ACTIVITIES: The typical work activities listed below, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.

Inspects, splices, cleans, labels, stores and distributes films, filmstrips, transparencies and slides;

Delivers audio-visual equipment to classrooms;

Reproduces instructional material such as overhead transparencies, black and white and color slides, photographic copies, spirit masters and audio tapes;

Maintains equipment, supplies and parts inventory;

Makes minor repairs to equipment;

Assists in preparing and maintaining records of the operation of the assigned office;

Assists teachers and students in the operation of audio-visual and/ or computer equipment;

May operate a videotape recorder or television camera for delayed broadcasts of educational television programs;

May maintain a dial access information retrieval system including the duplication and programming of audio tapes, the cataloging of tapes and the cleaning of tape machines;

May assist in the processing of library materials.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Working knowledge of the principles, practices and techniques of projection and sound equipment operation and maintenance; working knowledge of the principles, practices and techniques of videotape recorder operation; working knowledge of computer equipment; ability to get along well with others; ability to make minor repairs to audio-visual and/ or computer equipment; mechanical aptitude; clerical aptitude; resourcefulness; tact; courtesy; physical condition commensurate with the demands of the position.

MINIUM QUALIFICATIONS: Either:

- A. Graduation from high school or possession of a high school equivalency diploma; **OR**
- B. One year of clerical or mechanical experience; **OR**
- C. An equivalent combination of training and experience as indicated in A and B above.

ULSTER COUNTY
0590 AV AIDE
Classification: Non-Competitive
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Adopted: March 26, 1971
Revised: November 5, 1979
Revised: June 27, 1994
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