

Audio Recordist B (Range H88/JTC H28) – Non Exempt

GENERAL SUMMARY:

Controls sound/recording equipment. Tests and sets up recording mechanism according to specifications. Observes operation to ensure that sound is properly recorded.

PHYSICAL REQUIREMENTS:

Normal physical job functions performed within a standard office environment. Reasonable accommodations may be made to individuals with physical challenges to perform the essential duties and responsibilities.

MINIMUM EDUCATIONAL/SKILLS REQUIREMENTS:

Good technical knowledge of sound recording equipment is essential. Excellent hearing, attention to detail and good communication skills are required. Position requires a minimum of 4 years of experience in related field. Must be able to interact effectively with individuals from diverse backgrounds. Must be able to provide quality customer service. ***Will be subject to a criminal background check. Some positions may be subject to a fingerprint check. ***

NOTE: The duties listed are not intended to be all-inclusive. Duties assigned any individual employee are at the discretion of the appointing authority.

*Revised: 1/2017 - emm
ADA/tmm 05.15.19*