CIVIL SERVICE ANNOUNCEMENT

APPROVED C.S.C MINUTES 8/9/13 ms **ANNOUNCEMENT NO. 82**

FORENSIC VIDEO SPECIALIST **(OPEN)**

Public notice is hereby given by the Civil Service Commission of Cleveland, Ohio of an Open examination for the above mentioned classification.

SALARY

The prevailing salary range for this position as established by Ordinance of the Council of the City of Cleveland is **$50,000.00 - $75,000.00** per Year.

FILING OF APPLICATION

Application must be made on the regular application form available on-line or at the Office of the Civil Service Commission, 601 Lakeside Avenue, Room 119. No other form will be accepted. **APPLICATIONS WILL BE AVAILABLE FOR PICK-UP IN THE CIVIL SERVICE OFFICE TO APPLY TO TAKE THE CIVIL SERVICE EXAMINATION – APPLICATIONS WILL BE AVAILABLE FROM 8:30 A.M. ON FRIDAY, AUGUST 23, 2013 UNTIL 4:30 P.M. ON THURSDAY, AUGUST 29, 2013.**

NOTE: APPLICATIONS WILL NOT BE ACCEPTED AFTER 4:30 P.M. ON THURSDAY, AUGUST 29, 2013

THE CIVIL SERVICE COMMISSION'S POLICY IS THAT NO LATE FILING WILL BE ALLOWED.

EXAMINATION INFORMATION

TYPE: **EXPERIENCE EVALUATION: Applicant's grade will be determined based on Education and Experience found in Resume. Each applicant is required to submit a detailed resume of his/her education and experience at the time of filing application.**

NOTE: **THE CIVIL SERVICE COMMISSION RESERVES THE RIGHT TO REVIEW AND EVALUATE ANY AND ALL INFORMATION CONTAINED IN THE APPLICATION OR RESUME. LACK OF HONESTY WILL RESULT IN IMMEDIATE REMOVAL FROM THE ELIGIBLE LIST.**

DUTIES OF THE POSITION

Retrieves and/or recovers evidence from analog and digital media. Performs scientific examinations of retrieved/recovered or submitted media including an establishing unique identifier. Maintains safe and proper evidence handling. Produces still images from evidence or digital systems to accurately clarify images recorded during eh commission of crimes or during surveillance. Performs audio enhancements. Operates various types of video cameras, computer hardware, and software packages. Determines equipment and material needs and submits requisitions. Prepares technical reports of the scientific examination results for other agencies or court. Testifies in court. Demonstrates continuous efforts to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality seamless customer service. Assumes personal responsibility for ensuring the duties of the position are performed in a safe, efficient manner. Performs other job-related duties as assigned or as the situation requires. Follows all operations and safety policies and safe work practices. Attends and participates in operations and safety training classes and demonstrates competence (demonstration of competence may be determined by exam.) Wears and properly utilizes safety equipment in accordance with Divisional policy at all times.

MINIMUM QUALIFICATIONS FOR ENTRANCE TO THIS EXAMINATION AS ESTABLISHED BY THE CIVIL SERVICE COMMISSION OF THE CITY OF CLEVELAND ARE AS FOLLOWS:

A High School Diploma or GED is required. An Associate's Degree from an accredited college or university in Photography, Videography, Computer Forensics, Criminal Justice, or related field is required. Two years full time paid experience in the audio/visual field plus one year of full time paid experience in video evidence processing is required. Must be able to obtain and maintain certification as a Forensic Video Technician (CFVT) within two years of the date of hire in the position. A valid State of Ohio Driver's License is required. Must have the ability to work with AVID Non-Linear Editing (NLE) Systems and the Ocean Systems dTective forensic video, image and audio evidence clarification system. Proficiency in the use of Adobe Premiere Pro or Apple Final Cut Studio or other forensic software is required. Experience with Microsoft Windows or Apple Mac operating systems as well as a knowledge of the use of various types of video cameras, analog and digital CCTV systems, image analysis, comparison, and interpretation techniques are required.

NOTE: **Applicants will be required to pay a $10.00 (TEN DOLLARS) filing fee payable in cash or money order (no checks). Applicants who are currently employed in this position with the City of Cleveland are exempt. However, that when an applicant is disqualified from taking an examination on the basis of age, education or failure to meet other minimum entrance requirements, the fee paid by such applicant shall be refunded to such applicant upon the applicant's request in writing made within ten (10) days after the date of examination. Any applicant who can provide proof of unemployment, public assistance, or indigence is exempt from the filing fee. A copy of such proof must be included with the application.**

NOTE: **Applications must be returned in person. All copies of diplomas, licenses, certificates, and resumes must be presented at the time of filing. Applications may not be accepted if copies are not submitted with application at time of filing.**

NOTE: **Any applicant who resigns or is dismissed from employment with the City of Cleveland will have his/her name removed from the eligible list.**

AN EQUAL OPPORTUNITY EMPLOYER