

AUDIO-VISUAL AIDE

DISTINGUISHING FEATURES OF THE CLASS: This is routine work involving the operation, care and storage of projectors, phonographs, recorders, television cameras, films, tapes, and other audio-visual equipment. The incumbent operates, stores and distributes audio-visual and sound equipment. The work is performed under general supervision. Supervision of others is not a responsibility of employees in this class. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only) Operates a television camera for delayed broadcasts of educational television programs; Delivers audio-visual equipment to classrooms; Inspects, cleans, labels, stores and distributes films, transparencies and slides; Reproduces instructional material such as overhead transparencies, black and white and color slides, photographic copies, spirit masters and audio tapes; Makes minor repairs to equipment; Inventories and maintains supply of bulbs, fuses and other minor replacement equipment; Assists in preparing and maintaining records of the operation of the Audio-Visual Center.

FULL PERFORMANCE, KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Good mechanical aptitude; Ability to learn the principles, practices and techniques of projection and sound equipment operation and maintenance; Ability to learn the principles, practices and techniques of television camera operation; Ability to get along well with others; Mechanical aptitude; Clerical aptitude; Resourcefulness; Tact; Courtesy; Good judgment; Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: None are required.

Revised 6/7/84

Reviewed 2/18/97