

MICHIGAN CIVIL SERVICE COMMISSION  
JOB SPECIFICATION

PHOTOGRAPHIC AND VIDEO SERVICES ASSISTANT

JOB DESCRIPTION

Employees in this job perform or oversee activities associated with a particular area of photographic and/or video services, such as offering support in the field and studio shoots, maintaining a digital photo/video library, completing photo/video editing, and designing photo displays.

Position Code Title - Photo And Services Assistant-E

Photographic And Video Services Assistant 6

This is the trainee level. The employee in a learning capacity performs a range of photographic and video services assistant assignments while receiving on-the-job training under close supervision.

Photographic And Video Services Assistant 7

This is the intermediate level. The employee works in a developing capacity with increased responsibility for performing a range of photographic and video services assistant assignments.

Photographic And Video Services Assistant E8

This is the experienced level. The employee performs a full range of assigned work activities and uses judgment in making decisions where alternatives are determined by established policies and procedures. Guidance and direction are generally available as needed.

Position Code Title - Photo And Services Assistant-A

Photographic And Video Services Assistant 9

This is the advanced level. The employee serves as a lead worker, coordinating, assigning and reviewing the work of lower-level Photographic and Video Services Assistants or as a senior worker is responsible for the most complex photographic and video services assistant assignments. Senior-level employees consistently perform complex assignments beyond those expected at the experienced level which have been defined by the appointing authority and approved by Civil Service.

**NOTE:** Employees generally progress through this series to the experienced level based on satisfactory performance and possession of the required experience.

JOB DUTIES

**NOTE:** The job duties listed are typical examples of the work performed by positions in this job classification. Not all duties assigned to every position are included, nor is it expected that all positions will be assigned every duty.

Determines camera settings to achieve desired exposure and effects for photographs and videos.

Arranges lighting to properly illuminate subjects of photographs and video.

Makes photographs and video duplications and photographs enlargements.

Trims, sorts and checks prints; mounts, spots, frames, laminates and finishes photographs.

Displays photographs in desired arrangements.

Opaques, develops, and processes film negatives.

Provides assistance to coworkers in specific job applications.

Stores supplies and maintains files of photographic prints, digital video, videotapes, CDs, DVDs, negatives and related inventories.

Cleans and maintains equipment and work area.

Makes minor repairs to equipment.

Edits video projects with video provided by staff.

Performs related work as assigned.

### Additional Job Duties

#### Photographic And Video Services Assistant 9 (Lead Worker)

Coordinates work by scheduling assignments and overseeing the work of lower-level Photographic and Video Services Assistants.

Oversees and assures work quantity and quality by requiring strict adherence to methods and procedures.

Explains work instructions and adapts, if necessary, pertinent general methods and procedures in order to meet the needs of the work area.

#### Photographic And Video Services Assistant 9 (Senior Worker)

Performs the most complex photographic and video services assistant assignments on a regular basis.

### JOB QUALIFICATIONS

#### Knowledge, Skills, and Abilities

**NOTE:** Some knowledge in the area listed is required at the entry level, developing knowledge is required at the intermediate level, considerable knowledge is required at the experienced level, and thorough knowledge is required at the advanced level.

Knowledge of the equipment and techniques used in producing photographic and video images.

Knowledge of the equipment and techniques used in arranging photographic materials to produce desired formats and arrangements.

Knowledge of the equipment and techniques and software used to edit video footage into final product including audio and graphic components.

Knowledge of the types, uses, and storage of film, paper, and chemicals used in making positive and negative images.

Knowledge of safety practices in a photographic and video studio.

Knowledge of work area procedures and record filing systems.

Ability to effectively use equipment and materials such as video cameras, editing machines, lighting equipment, teleprompter equipment, tripods, cameras, light tables, masking sheets, razor blades, ruler, tape, opaque, gregscale, densitometers, plate processors, and orthoromatic films.

Ability to determine proper settings on video and still camera to produce desired images or video product.

Ability to lay out work to achieve scale and proportion in the finished project.

Ability to maintain and make minor repairs on equipment.

Ability to provide advice about technical capabilities and problems relative to a desired end product.

Ability to maintain an inventory of supplies sufficient to sustain production.

Ability to follow directions.

Ability to communicate effectively.

Ability to work with staff and clients.

Ability to organize jobs and maintain records.

### Additional Knowledge, Skills, and Abilities

#### Photographic And Video Services Assistant 9 (Lead Worker)

Ability to organize and coordinate the photographic and video services assistant activities of an assigned work area.

Ability to establish priorities, assign, and evaluate the work of lower-level Photographic and Video Services Assistants.

#### Photographic And Video Services Assistant 9 (Senior Worker)

Ability to perform the most complex photographic and video services assistant assignments.

### Working Conditions

Work is performed in an office or photographic or video laboratory/studio setting and in accordance with written and oral instructions, and may involve the use of such equipment as cameras, layout tables, measuring instruments, computers, laminator and framing tools.

Employees may perform detail work on an illuminated table.

### Physical Requirements

The job duties may require an employee to stand for long periods.

The job duties may require an employee to bend, reach, stoop, stand and/or walk for extended periods.

Ability to carry photo and video equipment in excess of 25 pounds.

### Education

Education typically acquired through completion of high school.

### Experience

#### Photographic And Video Services Assistant 6

No specific type or amount is required.

#### Photographic And Video Services Assistant 7

One year of experience equivalent to a Photographic and Video Services Assistant 6.

#### Photographic And Video Services Assistant E8

Two years of experience equivalent to a Photographic and Video Services Assistant, including one year equivalent to a Photographic and Video Services Assistant 7

Photographic And Video Services Assistant 9

Three years of experience equivalent to a Photographic and Video Services Assistant, including one year equivalent to a Photographic and Video Services Assistant E8.

Alternate Education and Experience

Photographic And Video Services Assistant 6 - 9

One year of experience working as a photo or video editor may be substituted for six months of experience as a Photographic and Video Services Assistant.

Special Requirements, Licenses, and Certifications

None

**NOTE:** Equivalent combinations of education and experience that provide the required knowledge, skills, and abilities will be evaluated on an individual basis.

JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION

<u>Job Code</u>	<u>Job Code Description</u>	
PHOSVSAST	PHOTOGRAPHIC AND VIDEO SERVICES ASSISTANT	
<u>Position Title</u>	<u>Position Code</u>	<u>Pay Schedule</u>
Photo And Services Assistant-E	PHOTASTE	L32-004
Photo And Services Assistant-A	PHOTASTA	L32-009

SA

08/17/2011