

**OFFICE OF THE SECRETARY OF STATE  
DEPARTMENT OF PERSONNEL**

**AUDIO-VISUAL PHOTOGRAPHIC TECHNICIAN**

**Position Code: K0800**

**DISTINGUISHING FEATURES OF THE CLASS**

Under general supervision, performs complex audio-visual and photographic work in the area of public relations and in support of programs administered by the Office of the Secretary of State; operates a wide variety of equipment including sound and silent movie cameras, still picture cameras, video tape recorders, black and white video cameras, and audio tape recorders.

**ILLUSTRATIVE DUTIES AND RESPONSIBILITIES**

1. Operates sound and silent movie cameras; determines appropriate lighting requirements and shooting angles.
2. Participates in the filming of documentary and informational motion pictures depicting the operation of the Office of the Secretary of State; films press and news releases.
3. Develops, edits and cuts films for both single and double systems; performs layout work.
4. Record audio tapes for movies, slide shows and radio and television press releases; synchronizes sound tracks with prepared video media.
5. Operates video-tape equipment and shoots various presentations for training and use of commercial stations.
6. Photographs still color or black and white photos when required; operates camera equipment for preparation of slides; performs layout work for slide presentations.
7. Maintains film library; maintains records on receipt and shipping of films; cleans, inspects and repairs films to be sent to schools, companies or other organizations for such purposes as driver safety or driver education.
8. Performs other duties as required or assigned.

**REQUIREMENTS:**

**Education and Experience**

Requires knowledge, skill and mental development equivalent to completion of four years of high school and four years of experience in all phases of general, motion picture and press photography preferably including one year experience in a commercial television station.

## **AUDIO VISUAL PHOTOGRAPHIC TECHNICIAN (Continued)**

### **Knowledge, Skills and Abilities**

- Requires extensive knowledge of the executive office policies of the Office of the Secretary of State relative to public relations and photographic coverage.
- Requires thorough knowledge of the techniques and methods used in producing motion pictures and in taking still photographs.
- Requires extensive knowledge of effective lighting and sound reproduction.
- Requires extensive knowledge of the photographic needs of various news media.
- Requires ability to plan and select photographs of news value and to take photographs of high quality.
- Requires ability to operate and maintain all types of photographic equipment.
- Requires ability to develop and edit exposed black and white and color film.
- Requires ability to establish satisfactory working relationships with news media and management personnel.
- Requires willingness to travel and possession of a valid Illinois driver's license as required by individual positions within the class.

Approved by the Secretary of State Merit Commission - October 11, 1977  
Effective - October 16, 1977

### **EXAMINATION INFORMATION**

Tests and Weights:                      Education and Experience, 100%

Length of Eligibility:                      1 year