



**STATE OF NEVADA**  
**Department of Administration**  
**Division of Human Resource Management**

**CLASS SPECIFICATION**

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
<b>AUDIOVISUAL ASSISTANT II</b>	<b>25</b>	<b>E</b>	<b>7.848</b>
<b>AUDIOVISUAL ASSISTANT I</b>	<b>23</b>	<b>E</b>	<b>7.837</b>
<b>AUDIOVISUAL ASSISTANT TRAINEE</b>	<b>20</b>	<b>E</b>	<b>7.838</b>

**SERIES CONCEPT**

Audiovisual Assistants operate, maintain, and deliver audiovisual equipment and provide for equipment control, security and inventory.

Circulate and deliver audiovisual equipment and maintain a record of service requests; plan and organize equipment deliveries to ensure instructors have audiovisual teaching aids when needed.

Track location of equipment and notify security officers of whereabouts; check and secure locks and cables and report theft or damage to local authorities.

Maintain equipment in good working order by following service and maintenance instructions; perform minor repairs and adjustments such as changing light bulbs or belts, cleaning or changing lenses, and repairing film.

Train individuals to operate equipment by familiarizing instructors and other users with equipment, procedures and copyright laws; suggest more efficient ways to use equipment; and hold formal equipment operation sessions to ensure proper and efficient use of equipment.

Provide inventory control of equipment, record information and report discrepancies.

Operate a variety of projectors, audio amplifiers, mixers and players, and video equipment as needed to complete special projects and assist equipment users.

Perform related duties as assigned.

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**CLASS CONCEPTS**

**Audiovisual Assistant II:** Under general supervision, incumbents perform the full range of duties as outlined in the series concept and may be responsible for graphics and media production. In addition, incumbents supervise subordinate Audiovisual Assistants to include the selection, training, work assignment, performance evaluation and discipline of assigned employees.

**Audiovisual Assistant I:** Under general supervision, incumbents perform the full range of duties outlined in the series concept. This is the journey level in the series.

**Audiovisual Assistant Trainee:** Under direct supervision, incumbents receive training in performing some or all of the duties outlined in the series concept. This is the entry level in the series and provides for progression to the next level upon meeting the minimum qualifications and with approval from the appointing authority.

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## MINIMUM QUALIFICATIONS

### AUDIOVISUAL ASSISTANT II

EDUCATION AND EXPERIENCE: Graduation from high school or equivalent education and two years of full-time experience in the operation, maintenance and minor repair of audiovisual equipment which included training users in the operation and use of audiovisual equipment; **OR** one year of experience as an Audiovisual Assistant in Nevada State service; **OR** an equivalent combination of education and experience.

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

**Ability to:** train assigned staff, work-study students and faculty in the use and/or maintenance of audiovisual equipment; communicate effectively with customers; plan, organize and provide audiovisual services and information to meet the needs of the user based on available resources; *and all knowledge, skills and abilities required at the lower levels.*

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

**Working knowledge of:** personnel practices and supervisory techniques.

### AUDIOVISUAL ASSISTANT I

EDUCATION AND EXPERIENCE: Graduation from high school or equivalent education and one year of full-time experience in the operation and maintenance of audiovisual equipment; **OR** one year of experience as an Audiovisual Assistant Trainee in Nevada State service; **OR** an equivalent combination of education and experience.

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

**Working knowledge of:** inventory and security control to monitor audiovisual equipment on loan. **Ability to:** operate and maintain audiovisual equipment; plan and schedule pickup/delivery of equipment; interpret orders to determine what equipment is suitable according to room size, situation and instruction needs; make minor repairs both at the shop and in the field (changing light bulbs, lenses, belts) on audiovisual equipment; train users in the basic operation of audiovisual equipment; *and all knowledge, skills and abilities required at the lower level.*

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

**Working knowledge of:** graphic and media duplication techniques. **General knowledge of:** copyright laws to determine if audiovisual materials can be duplicated. **Ability to:** train and oversee work-study students and other users in the use/maintenance of audiovisual equipment; operate a personal computer to perform inventory and track equipment usage and repairs.

### AUDIOVISUAL ASSISTANT TRAINEE

EDUCATION AND EXPERIENCE: Graduation from high school or equivalent education.

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

**General knowledge of:** audiovisual equipment operation. **Ability to:** establish and maintain effective working relationships with users; prepare and maintain accurate records and reports; obtain appropriate information regarding equipment needs and specifications; explain policy and procedures to users.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

*(These are identical to the Entry Level Knowledge, Skills and Abilities required for Audiovisual Assistant.)*

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This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

	<u>7.848</u>	<u>7.837</u>	<u>7.838</u>
ESTABLISHED:	7/1/89P 8/19/88PC	7/1/64	5/11/72
REVISED:	7/1/95P 9/16/94PC	11/16/72	11/16/72
REVISED:		12/19/85-12	12/19/85-12
REVISED:		7/1/89P	7/1/89P
		8/19/88PC	8/19/88PC
REVISED:		7/1/95P	7/1/95P
		9/16/94PC	9/16/94PC
REVISED:	5/12/06PC	5/12/06PC	5/12/06PC