

Effective Date: June 26, 1994

STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION

AUDIOVISUAL SERVICES ASSISTANT

I. INTRODUCTION

A. Purpose of This Classification Specification

This classification specification is the basic authority [under Wis. Admin. Code ER 2.04] for making classification decisions relative to present and future positions which provide a variety of audiovisual support services. This classification specification will not specifically identify every eventuality or combination of duties and responsibilities of positions that currently exist, or those that result from changing program emphasis in the future. Rather, it is designed to serve as a framework for classification decision-making in this occupational area.

B. Inclusions

Positions allocated to this classification are responsible for the set-up, operation, inspection, preventative maintenance, and support of the audiovisual production process or audiovisual services. These positions provide office support to an audiovisual service center involved in the production of or use of a variety of audiovisual materials.

C. Exclusions

Excluded from this classification are the following types of positions:

1. Positions which accurately or artistically portray a wide variety of subjects and events for publications, lecture, research, publicity and documentation and are more appropriately identified by the Photographer classification specification.
2. Positions which plan, design, create, and produce finished artwork for books, magazines, brochures, booklets, posters, forms, newspapers, overheads, presentation graphics, displays, or art exhibits and are more appropriately identified by the Graphic Designer classification specification.
3. Positions which plan and produce audiovisual material for communication and learning and are more appropriately identified by the Audiovisual Production Specialist classification specification.
4. All other positions which are more appropriately identified by other classification specifications.

D. Entrance Into This Classification

Employees typically enter positions within this classification by competitive examination.

II. DEFINITION

AUDIOVISUAL SERVICES ASSISTANT

This is responsible support work which spends the majority of time, coordinating and monitoring the operation, delivery, return, and maintenance of audiovisual equipment. Set-up, operate, and instruct clients in the proper operation of such equipment. Inform management when new equipment is needed. Maintain inventory of supplies and a library of stock photographs, slides or videotape images. Prepare billing and charge-back reports. May assist in gathering information, writing scripts, making appointments for shoots or interviews, arranging for travel and transportation, and securing locations and props. Work is performed under general supervision.

III. QUALIFICATIONS

The qualifications required for these positions will be determined at the time of recruitment. Such determinations will be made based on an analysis of the goals and worker activities performed and by an identification of the education, training, work, or other life experience which would provide reasonable assurance that the knowledge and skills required upon appointment have been acquired.

JMS
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