

## AUDIO-VISUAL AIDE

### KIND OF WORK

Supply operation and maintenance work involving audio-visual equipment and the preparation of audio-visual materials.

### NATURE AND PURPOSE

An employee in this class is responsible for the receipt, storage, care and issuance of audio-visual equipment in a state department or institution. Responsibility extends to the preparation of all varieties of visual aides to be used for group presentations, the instruction of staff in the use of audio-visual equipment, and the ordering of new and replacement supplies and equipment. General supervision is received from a higher level administrative employee in the organization.

EXAMPLES OF WORK (A position may not include all the work examples given, nor does the list include all that may be assigned.)

Maintains an inventory of all audio-visual equipment for a department or institution.

Orders and issues media supplies and equipment.

Performs routine maintenance such as cleaning, oiling and adjusting equipment.

Trains staff members in equipment operation and also operates equipment when necessary.

Recommends ordering of new and replacement equipment.

Assists and trains staff in the preparation of charts, graphs, slides, tapes, transparencies and photographic aides.

Provides technical supervision in the construction of visual aides.

Keeps records and prepares reports.

Prepares transparencies, charts and other visual aides.

Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED (Those asterisked are also essential at entry and are to be used in development of selection criteria.)

Knowledge of:

- \*Considerable knowledge of a wide variety of audio-visual equipment.
- \*Working knowledge of the techniques of operation and servicing audio-visual equipment.

Ability to:

- \*Ability to keep records and make reports.
- \*Ability to make minor repairs and adjustments to equipment.
- \*Ability to instruct others in the use of audio-visual equipment.
- \*Ability to do simple illustrative work in the preparation of visual aides.

Est.: 12/3/69  
Rev.: 4/1/71, 5/78

TC:  
Former Title(s):