



## **POSITION AVAILABLE**

<b>Job Title:</b>	<b>Access Control/Audio Video Specialist</b>
<b>Department:</b>	<b>Information Technology</b>
<b>Job Location:</b>	<b>Chambers County Courthouse</b>
<b>Annual Salary:</b>	<b>Based on experience</b>
<b>Application Period:</b>	<b>November 30, 2021 - until filled</b>

### **Job Summary and Principal Duties:**

This position is responsible for documenting, operating, maintaining, troubleshooting and designing audio visual and access control solutions (systems used to capture, playback, display, or otherwise exhibit audio, video, presentations, etc.) in courtrooms, surveillance, conferencing etc. that meet Chambers County's business needs including integration of systems, coordinating with purchasing and vendors to generate quotes, RFPs, and Access Control / AV diagrams, and working with other departments and officials.

### **Duties include, but are not limited to:**

- Installs, operates, monitors, adjusts, and makes/coordinates repairs for audio/video systems (courtroom video and sound systems, meeting room AV systems, recording systems, remote magistration, digital signage / presentation systems, etc.)
- Installs, operates, monitors, adjusts, and coordinates repairs for access control systems (surveillance systems, badging, etc.)
- Issues County IDs / badge access cards ensuring appropriate access clearances
- Calibrates AV equipment to ensure quality capture and playback
- Makes recommendations on system expansion and/or consolidation and standardization across multiple buildings and departments
- Coordinates with other departments for training, audio/video and access control needs/procurement, etc.
- Manages and optimizes storage usage for AV systems.
- Available for departments and elected officials, by request, to be present for court, meetings, presentations, etc.
- Available during disasters to assist with access control or AV related needs
- Interacts and negotiates with vendors, outsourcers, and contractors
- Performs other duties as assigned

**APPLICANTS MUST MEET THE FOLLOWING QUALIFICATIONS:**

1. A High School Diploma/GED
2. A valid Driver License
3. Any applicant conditionally selected for this position will be required to submit to a physical and drug testing, before commencing employment. Technology must submit fingerprints and pass a background check.

**APPLICANTS MUST HAVE THE FOLLOWING TRAINING AND EXPERIENCE:**

1. Required: Associate's Degree in a related field of study and minimum two years related experience.
2. Preferred: Bachelor's Degree in a related field of study. Prior experience working with audio video systems.
3. Must have or obtain access control system certification(s)

***Only applicants meeting the qualifications listed above need apply:***

Information Technology  
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