



# Department of Human Resources & Civil Service

## Job Announcement Please Post Conspicuously

Adam J. Bello  
County Executive

Andrea M. Guzzetta Zury  
Director

**TITLE:**                   **DIGITAL MEDIA TECHNICIAN**  
(Provisional\* Appointment)

**SALARY:**               \$37,348 - \$51,172 annually

**LOCATION:**             Monroe County Department of District Attorney's Office

**JOB SUMMARY:**

This is a technical position responsible for the creation of original digital media as well as digitizing existing media. Media is used for distributing information in areas such as instruction, outreach and public relations. The employee reports directly to, and works under the general supervision of the Director of Instructional Technology, Digital Services Coordinator or other higher-level staff member. Does related work as required.

**MINIMUM QUALIFICATIONS:**

Graduation from high school or possession of an equivalency diploma, plus EITHER:

- (A) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree in Media Production, Digital Media, Media Arts, Video, Photography and Digital Media, Graphic Design, Cinematography, Film/Video/Animation, Computer Graphics, Visual Communications, Photographic Communications or other media arts field; OR,
- (B) Two (2) years paid full-time or its part-time equivalent experience in analog and digital media that included the utilization of video and audio editing equipment; OR,
- (C) Two (2) years paid full-time or its part-time equivalent experience in ALL of the following: the utilization of computer software for presentations, web design, graphic manipulation and creation, video effects, animation and sound effects; OR,
- (D) An equivalent combination of education and experience defined by the limits of (A), (B) and (C) above.

**SPECIAL REQUIREMENTS:**

Candidates for employment with Monroe County Government will be required to pass a pre-employment drug test, along with a background investigation. Failure to meet the standards may result in disqualification.

If you are appointed, you will be required to possess a valid license to operate a motor vehicle in New York State or otherwise demonstrate your capacity to meet the transportation needs of the position.

**ADDITIONAL INFORMATION:**

From July 2022 through December 2023 Monroe County will be providing full-time employees a quarterly \$500 retention payment.

**RESIDENCY REQUIREMENT:**

Applicant must be a resident of Monroe County at the time of appointment and for at least four (4) months at the time of examination.

**APPLY ONLINE OR SEND CIVIL SERVICE APPLICATION TO:**

MONROE COUNTY DISTRICT ATTORNEY'S OFFICE  
ATTENTION: DAWN STAUB  
47 SOUTH FITZHUGH STREET  
ROCHESTER, NEW YORK 14614

**Posting Date:** June 17, 2022

**Posting Deadline:** Until Filled

\*The term provisional means that you will be required to take the next Civil Service examination for this title, and place among the top three (3) candidates on the examination list in order to be eligible for permanent appointment.