



# Doug Chorvat, Jr.

Clerk of Circuit Court & Comptroller - Hernando County  
20 N. Main Street, Brooksville, FL 34601 - (352) 754-4201

---

**Job Number: 2022-25**

**Posting Date: 11/4/22**

**Closing Date: 11/20/22**

## JOB POSTING

### Audio-Visual Production Technician

Salary Range: \$19.91 - \$27.88 per hour

Starting salary DOQ

Complete on-line application via Hernando County Clerk of Circuit Court website, [www.hernandoclerk.com](http://www.hernandoclerk.com), by selecting About Us, Human Resources, Job Applicant Center. If you have any questions or require assistance, please call (352) 540-6233 or email [hr@hernandoclerk.org](mailto:hr@hernandoclerk.org) Monday – Friday, from 8:00 a.m. – 5:00 p.m.

**Note: If minimum typing speed is required and this information is not provided, you will not be considered for the position. You may take a typing test at no cost by going to [www.typingtest.com](http://www.typingtest.com). Please print the results and attach to your on-line application.**

The Hernando County Clerk of Circuit Court is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Clerk will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Employment preference is given to applicants who do not use a tobacco product(s)

---

### JOB SUMMARY:

Support and maintain in-house audio-visual equipment and assets, including broadcasting systems for various governmental board meetings as well as video conferencing systems used throughout the County. Assist as needed with service desk-related work.

### ESSENTIAL JOB FUNCTIONS:

1. Identify and deliver required audio-visual service levels according to company policies and user requirements.
2. Set up, configure, test, maintain, monitor, and troubleshoot teleconferencing equipment, multimedia devices, televisions, monitors, projectors, recording equipment, speaker sets, digital cameras, and other presentation equipment.
3. Receive and respond to service requests via incoming calls, emails service desk ticketing system.
4. Perform on-site analysis, diagnosis, and resolution of complex AV hardware problems for a variety of end users, and recommend and implement corrective solutions, including off-site repair as needed. Document instances of AV equipment failure, repair, installation, and removal.
5. Build and maintain a spare parts inventory for all AV equipment.

6. Assist in tagging or labeling AV equipment owned by the organization; periodically audit inventories to mitigate risk of damage or theft.
7. Produce, dub, edit, and copy all AV media, as required.
8. Maintain up-to-date knowledge of AV equipment contracts and supervise contract-based installations.
9. Assist in developing long-term strategies and capacity planning for meeting future AV equipment and corporate technology needs. Conduct research on, and make recommendations for, AV products in support of procurement and development efforts.
10. Place orders for AV equipment and consumables; inspect and verify all AV deliveries upon receipt.
11. Collaborate with organizational policymakers to establish and enforce proper AV practices and procedures. Assist in developing policies and procedures as well as training materials for AV processes and systems.
12. Assist in training other technicians and end users on the usage of AV systems.
13. Regular attendance and punctuality.

**OTHER JOB DUTIES:**

Perform other duties as assigned.

**JOB STANDARDS:**

**Education and Experience:**

Associates degree in computer systems or media production; OR trade/vocational certificate with three years' relevant work experience; OR five years' relevant work experience.

An equivalent combination of education, experience and training may be substituted at the Clerk's discretion.

**Licenses/Certificates:**

None required but certifications are a plus.

**EQUIPMENT USED:**

Personal computer, calculator, copier, facsimile, phone, various AV equipment and components.

**ESSENTIAL SKILLS AND QUALIFICATIONS:**

- Excellent technical knowledge of teleconferencing, presentation, and other AV hardware, including Dante Networks, IP cameras, Crestron, etc.
- Comprehensive hands-on AV equipment troubleshooting experience.
- Good knowledge of current network protocols, operating systems, software, and standards.
- Ability to operate tools, components, and peripheral accessories.
- Ability to read and understand technical manuals, procedural documentation, and OEM guides.
- Ability to conduct research into hardware products and issues as required.

- Ability to prioritize and execute tasks in a high-pressure environment.
- Ability to communicate effectively orally and in writing.
- Strong customer service skills.
- Ability to perform duties with minimum supervision.
- Skill in interacting with the public, co-workers and intra-county office personnel in a professional manner, both in person and on the telephone.

**ESSENTIAL PHYSICAL SKILLS:**

**Constant:**

Acceptable eyesight (with or without correction); acceptable hearing (with or without correction); ability to access, input and retrieve information from a personal computer; ability to sit for long periods of time; ability to operate hand and power tools and to handle other computer components.

**Frequent:**

Ability to lift and transport equipment up to 50 lbs.

**WORKING CONDITIONS:**

Office environment, with occasional on-call/after-hours availability as needed.

Reasonable accommodation will be made for otherwise qualified individuals with a disability.