Visual Information Specialist

Metropolitan Police Department of the District of Columbia
Washington, D.C. (United States)

General Job Information

There is only one city in the country that can say it is the Nation’s Capital – Washington, D.C. Given that distinction, The Metropolitan Police Department is the premiere law enforcement organization in the city. We receive over 22 million visitors a year, have almost 700,000 residents, and 21,000 private business. The Department consists of more than 4,300 members: approximately 3,700 sworn members and over 600 civilian employees. We are one of the most diverse and highly trained departments in the country. We have the honor of safeguarding and protecting not only our nation’s residents, but also people from all over the world.

The Metropolitan Police Department (MPD) offers an attractive benefits package. The benefits package includes competitive compensation, health insurance, prescription drug coverage, dental, vision, short and long term disability and life insurance, as well a strong retirement benefit and savings options. Employees are also eligible for our employer contributed 401a plan after one year of employment. Additional perks such as discounts on wireless carriers, gym memberships, amusement park tickets and much more! Additional information can be found at: DCHR Benefits

This position is located in the Executive Office of the Chief of Police, within the Office of Communications. It is the mission of the Metropolitan Police Department to safeguard the District of Columbia and protect its residents and visitors by providing the highest quality of police service with integrity, compassion, and a commitment to innovation that integrates people, technology and progressive business systems.

This Visual Information Specialist (Video Editor) position is covered under the National Association of Government Employees (NAGE) bargaining unit and you may be required to pay an agency fee through direct payroll deductions.

This incumbent will be responsible for the following:

• Plans and designs visual information material including printed publications, multimedia, video, photography, exhibits, logos, signs, and certificates, etc. Develops a variety of visual products that depict or present subject matter information or ideas.

• Produces highly complex audio-visual materials that are technically accurate and styled in a high quality and professional manner.

• Plans and designs usable products that contain a blend of camera and video original recordings, and pre-recorded multiple-camera presentations.

• Reviews videos and redacts sensitive and confidential information which requires protection through redaction utilizing redaction tools/software, including video redactions.

• Develops written outlines and scripts for audio-visual assignments.

• Edits visual and audio-visual products.

• Examines and modifies visual products for adherence to MPD policy, directives, and appropriateness of information for intended audiences.

• Ensures all body worn camera recording footage is properly cataloged and can be easily accessed and cross-referenced with case files.

• Reviews recordings to ensure that sensitive footage of victims and innocent bystanders is appropriately modified to protect their privacy and safety.

• Requests and facilitates maintenance of body-worn camera equipment, assists with inventory and asset logistics and assists with logistics of body-worn camera training.

• Operates a computer to enter, retrieve, review or modify data; verifies accuracy of entered data and makes corrections; utilizes word processing, database, or other programs.

• Evaluates and updates current technology in the area of computer graphics and desktop publishing.

• Explains the redaction of sensitive and confidential information.

• Performs other related duties as assigned.
Qualifications

• Knowledge of District of Columbia and federal regulations, policies and directives as well as MPD directives, programs, and missions to understand their impact on programs.

• Thorough knowledge of and ability to apply the principles of visual design; and knowledge of the technical characteristics associated with various methods of visual display.

• Knowledge of a wide range of principles, practices, methods, and techniques for communicating information through audiovisual means, including thorough knowledge of audiovisual production and editing.

• Knowledge of art media such as, Adobe Creative Suite family of products (Lightroom, InDesign, Illustrator, Photoshop, Acrobat, and Dreamweaver), Adobe Illustrator, Adobe Photoshop, Microsoft PowerPoint and other similar software.

• Thorough knowledge of pertinent District of Columbia and federal laws that pertain to Public Records Act, possession of firearms, and records retention.

• Ability to plan visual products that interpret subject matter content information provided with assignment.

• Ability to develop original designs, concepts, or visual styles for publications, exhibits, or presentation material that present the image desired by the organization.

• Ability to redact videos and other audiovisual materials.

• Ability to develop and maintain collaborative and respectful working relationships with team members and others.

• Ability to design the placement and appearance of visual materials.

• Ability to proofread and edit materials.

Education

Bachelor's Degree preferred. Master's Degree strongly preferred.

Work Experience

In addition to the basic requirement listed above, applicants must have at least one (1) year of specialized experience equivalent to at least the CS-09 grade level, or its non-District equivalent, gained from public or private sector. Examples of specialized experience for this position include: experience designing visual information materials by determining placement and appearance for presentations or printed media; experience providing digital photography or videography support to an organization; experience editing and redacting visual products; and experience producing and editing audiovisual products.

Work Environment

Work location is in an office environment. Work is sedentary and may require walking and standing in conjunction with travel and attendance at meeting and conferences away from the work site and carrying light items, such as laptops, papers, books, small parts, and driving an automobile.

Other Significant Factors

This position operated within the confines of a 24/7 operation. Incumbent of this position is required to provide after-hours on call technical support including weekends and holidays. Incumbent may also be subjected to rotating shifts, weekend work and changes in days off. A background investigation, to include a criminal, traffic and credit check are required for positions with the Metropolitan Police Department.

The incumbent is required to possess and maintain a valid motor vehicle operator’s permit.

If the position you are applying for is in the Career, Management Supervisory, or Educational Service at an annual salary of one hundred fifty thousand dollars ($150,000) or more, you must establish residency in the District of Columbia within one hundred eighty (180) days of the effective date of the appointment and continue to maintain residency within the District of Columbia throughout the duration of the appointment.

The District of Columbia Government is an Equal Opportunity Employer: all qualified candidates will receive consideration without regard to race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, gender identity or expression, family responsibilities, matriculation, political affiliation, genetic information, disability. Sexual harassment is a form of sex discrimination, which is also prohibited. In addition, harassment based on any of the above-protected categories is prohibited.

To Apply:  
https://careers.dc.gov/