

**Vicksburg Police Department  
Job Description**

**Job Title:** Camera Surveillance Specialist  
**Department:** Police  
**Reports To:** Deputy Chief, Administration  
**FLSA Status:** E  
**Prepared By:**  
**Prepared Date:**  
**Approved By:**  
**Approved Date:**

**Summary** Performs a variety of routine clerical, administrative, and technical work as a member of the Services Division. Duties are as follows:

**Essential Duties and Responsibilities** include the following. Other duties may be assigned.

Operate the public safety video surveillance system in accordance with department policy, procedures, and training.

Effectively and sequentially, monitor and control all cameras and take action as appropriate to events seen. Maintain high-level vigilance of all monitors

Respond to radio and/or telephone calls from officers and dispatchers relevant to the camera coverage within appropriate guidelines.

Retrieve recorded video footage as needed.

Perform preventive or corrective maintenance to:

Ensure the camera status is 100% functional

Ensure the resolution of the video is good

Ensure all parts of the CCTV operating system is working properly

Ensure the recording and retrieval system is working properly

Maintain thorough records including Incident logs, the Visitors Log Book, the Repair and Maintenance Log Book and any other designated records.

Maintain work area and equipment in a clean and working condition.

Operate office equipment as required.

Compose and type routine correspondence. Undertake clerical duties relevant to the position including updating message boards and information notices, and other required documentation within the center.

Where necessary complete witness statements and prepare evidence as per procedures.

Assist police and any other authorized personnel to review images and download data as required in line with department policy.

Notify the appropriate person as soon as possible of any faults or failures with any equipment within the center

Attend court as a witness for the police or other persons bringing about a prosecution when required to do so.

Be available for shifts as required including nights, holidays, and weekend work

### **Supervisory Responsibilities**

This job has no supervisory responsibilities.

### **Qualifications**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **Education and/or Experience**

High school diploma or General Education Degree (GED); plus two years related experience and /or training; or equivalent combination of education and experience.

### **Language Skills**

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations.

### **Mathematical Skills**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

### **Reasoning Ability**

Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

## **Computer Skills**

To perform this job successfully, an individual should have knowledge of Spreadsheet software and Word Processing software, ADSi records management software, and applicable camera system operating software.

## **Certificates, Licenses, Registrations**

Must have a valid driver's license

## **Other Skills and Abilities**

Must be able to work effectively with the public and handle stressful situations.

## **Other Qualifications**

Must be able to work a flexible schedule including nights, weekends, and holidays. May be required to be on call.

## **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms and talk or hear. The employee is occasionally required to stoop, kneel, crouch, or crawl. The employee may be required to lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, and ability to adjust focus.

## **Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level on the work environment is usually moderate