



**Classification:** Photographer  
**Title Code:** V00093  
**Pay Range:** 15

### **POSITION SUMMARY:**

This is skilled technical work in the production of digital photographs on photographic paper and digital media. The employee in this position will perform photography for graphic arts, publicity, training, as well as operate computer equipment within set procedures, rules, and policies. Duties are performed independently with general supervision. An employee in this position is "on call" at anytime to take specialized photographic assignments.

### **DESCRIPTION OF DUTIES PERFORMED:**

(Any one position may not include all of the duties listed nor do the listed examples include all tasks which may be found in positions of this class.)

Operates and maintains photographic and computer equipment. Equipment includes, but not limited to, studio lights, camera bodies, lenses, artificial lighting, light meters, film and print scanners, small and large format printers, to provide excellent quality photographs/slides for the Highway Patrol.

Takes and develops portrait photographs of new employees, promoted/reclassified employees, etc., for various publications.

Takes and develops photographic slides for crime scenes, legal, training, aerial, and publicity purposes.

Logs photographic work orders received, processed, and completed.

Prepares completed packages for distribution/mailing.

Completes monthly/annual reports of all work completed (number of film received, processed, printed, etc.).

Photographs artist's drawings, layouts, and written documents to make off-set printing press plate stencils.

Processes and enlarges color photographs using computer-imaging processing.

Maintains negative and print files as well as archiving software for all prints, negatives, and digital files either taken by the photographic staff or submitted by others within the Patrol or outside the agency for archival purposes.

Completes media requests of photographs through the distribution of the requestors guidelines.

Enters digital images, print scans, and positive scans into archival storage program for storage, under strict guidelines.

Performs color separations for pre-press settings for publications of photographs.

Provides assistance with graphic design upon request. Including creating posters, brochures for display distribution.

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Performs routine maintenance on laser engraver.

Complets all laser engraver requests for all materials including granite, plastic, acrylic, metal, and wood. Making proper laser adjustments for each type of material.

Creates and maintains teaching curriculum for photography school. Curriculum includes lectures, student study guides, tests, practical assignments, portfolios. Content of curriculum includes information on digital camera settings, for students to learn how to operate digital camer under various lighting and shooting conditions.

Orders and maintains all photographic supplies.

Completes reports of evidence received for analysis.

Performs routine camera and photographic equipment maintenance.

Performs other related duties as assigned.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

Working knowledge of the basic skills of the qualities and adaptability of the various photographic equipment and materials utilized.

Working knowledge of photographic filters, light meters, diffusers, radio transmitters, etc.

Working knowledge of the standard practices of still photography, including posing of subjects, exposure and ability to download digital files.

Knowledge of proper lighting and layouts to produce excellent quality proofs.

Knowledge of the basic procedures involved in digital imaging using the latest Adobe Design Suite Program, Corel Draw Graphic Suite Programs, Microsoft Office, Content Manager, and PhotoGrav Programs in the Windows platform.

Ability to read English effectively.

Ability to communicate in English clearly and concisely, both orally and in writing.

Ability to use lights, filters, cameras, light meters, and other photographic equipment.

Ability to take quality photographic exposures under extreme variances of lighting conditions.

Ability to operate a personal computer using Adobe Design Suite Program, Corel Draw Graphic Suite Programs, Microsoft Office, Content Manager, and PhotoGrav Programs in the Windows platform.

Ability to learn assigned clerical tasks within a reasonable time, to adhere to prescribed routines, and to develop some skill in the operation of office appliances.

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Ability to transport and assemble photographic equipment as required.

Ability to perform minor, routine maintenance on cameras, laser engraver, scanners, printers, and other photgraphic equipment.

Ability to photograph subject matter in accordance with the directions received.

Ability to work independently.

Ability to handle restricted and confidential information in a professional manner and maintain the information as such.

Ability to scan original negatives and prints for archiving, storing originals in archival materials.

Ability to enter images into archival software for later use, such as distribution.

Ability to create presentations for lectures in training of photographic equipment.

Ability to interpret color for purpose of color balance in originals and reproductions.

Ability to take aerial photographs, when necessary.

Ability to accomplish duties outdoors in inclement weather.

Ability to operate basic office equipment as detailed in the description of duties.

Ability to handle restricted and confidential information in a professional manner and maintain the information as such.

Ability to communicate in English clearly and concisely, both orally and in writing.

Ability to establish and maintain harmonious working relations with others.

Ability to work with material that may be of a sexual nature relating to criminal activity (e.g., written material, photographs, and/or verbal language, etc.).

Ability to work hours as assigned.

**MINIMUM EXPERIENCE AND EDUCATION REQUIRED:**

(The following represents the minimum qualifications used to accept applicants, provided that equivalent substitution will be permitted in case of deficiencies in either experience or education.)

Graduated from a credited High School or received equivalent certificate. Three years of experience in photographic work including taking, developing, and printing photographs supplemented by completion of one year of formal training in photography as a resident student in a technical institute, college, or trade school. (Additional qualifying experience as described above may be substituted on a year-for-year basis for the required formal education.)

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**FLSA STATUS:** Non-Exempt

**WORK SCHEDULE:** An employee in this position works an eight-hour shift as directed; however, working hours are subject to change at the discretion of the commanding authority.