



Media Analyst 1 (Bilingual)

This position requires the incumbent to be **Fluent in Spanish.**

Our office is expanding our Media Section that deals with Body and In Car Camera Systems along with Surveillance Video's. Photo and Video editing experience is a **must**.

We are an equal opportunity employer that values diversity at all levels. All individuals, regardless of personal characteristics, are encouraged to apply.

SALARY:

\$50,310.64 Annually

DEPARTMENT:

District Attorney

OPENING DATE:

06/27/2022

CLOSING DATE:

07/15/2022 11:59 PM

This position may require additional hours with short notice due to exigent circumstances.

POSITION DESCRIPTION:

This is a non-Civil Service announcement. The Media Analyst 1 performs routine administrative activities involved in preparing, maintaining, processing legal documents and records pertaining to felony and misdemeanor crimes prosecuted by the Davidson County District Attorney. Performs other related duties as required.

TYPICAL DUTIES:

- Performs responsible media analyst duties.
- Answers email correspondence.
- Plans and schedules appointments for viewing of media with Assistant District Attorneys, Private Bar, and Public Defenders.
- Assembles data and prepares reports using word processing packages, databases, and/or spreadsheets as needed.
- Types various synopsis of videos as requested.
- Answers phones.
- Handles requests and inquiries, both in person and by telephone.
- Communicates with attorneys, clients, various court officials.
- Provides routine administrative assistance.
- Aids all Assistant District Attorneys as it relates to video / photo evidence.
- Reviews video evidence.
- Edits/Redacts video evidence as requested.
- Attends court as required.
- All other duties as assigned.

MINIMUM QUALIFICATIONS:

High School Diploma and basic editing software skills experience with media and photographic.

Candidates with accreditations earned in a foreign institute are encouraged to apply.

Additional Information: Applicants considered for this position will undergo a background check and be given a skills test. Background checks and testing will be conducted by the District Attorney's Office. Must be able to pass Criminal Justice Information Security and Awareness Training within three months of employment

Applicants must be legally authorized to work in the United States of America.

Note: Per Metro Ordinance No. SO94-1078. All employees of the Metropolitan Government shall be residents of the State of Tennessee or become residents of the state within six (6) months of employment as a prerequisite to employment with the Metropolitan Government.

The Metropolitan District Attorney's Office is an Equal Opportunity Employer, and does not discriminate on the basis of age, race, sex, color, national origin, religion, or disability in admission to, access to, or operations of its programs, services, or activities.

PREFERRED EXPERIENCE, KNOWLEDGE, SKILLS, AND ABILITIES:

Knows how to use Microsoft 365/Office: Word, Excel, and PowerPoint. An ability to focus on details, analyze events, and communicate effectively. Basic knowledge of how to perform file/video conversions.

Resumes May be emailed: DAApplicants@jisnashville.gov

Davidson County District Attorney's Office

Washington Square Bldg.

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Nashville, TN 37201

(615) 862-5500

Employment Type

Full-time