

**PHOTOGRAPHER**  
**(Class Code 1793)**

**Task List**

1. Creates digital imagery using digital still, 360 degree photography and video cameras to produce digital images and video for training videos, public use, as informational and training aids, and/or for court presentations.
2. Takes aerial images using still and video equipment such as digital single-lens reflex (DSLR) and digital video cameras to record persons, locations, construction, fires, catastrophes, and crime scenes.
3. Composes images in studio or on location by arranging subjects, background, lighting, and other accessories to achieve proper balance, perspective, and emphasis of subject being recorded on digital media (i.e. still or video camera).
4. Edits, assembles, and reproduces video clips using video editing software, such as Final Cut Pro, Avid, or Adobe Premiere to produce completed documentary, informational, for promotional and public relations purposes, or training videos for public use.
5. Dry mounts photographic prints using mount board, mounting tissue, tacking iron, and mounting press to exhibit or display at events, such as a press conference, community-based event, funeral, or for court use.
6. Reduces, or enlarges negatives, transparencies, photographs, maps, drawings, fingerprints, checks, and other documents by operating/using a flatbed scanner in order to provide customers with the desired result.
7. Makes photo micrographs and macrographs to scale of tool marks, blood stains, bullets, hair, and equipment stress analysis using digital still and video cameras for use in investigations, as court evidence, or as informational and training aids.
8. Performs basic/standard maintenance on equipment, such as jammed lenses, and minor emergency equipment repairs with small hand tools such as screwdrivers in order to make in-the-field adjustments.
9. Tests new equipment, materials, processes, computer hardware, and digital software using techniques such as comparing different brands, researching camera specifications, or determining appropriate lens variations under working

laboratory and field conditions to determine dependability and sustainability for departmental usage.

10. Produces digital images using ultra-violet lighting, infrared cameras, filters, and lights to provide a record of unusual photographic results, such as luminol, DNA, and counterfeit items.
11. Produces surveillance, identification, and other imagery by operating a low-light digital still or video camera equipped with starlight or low-light level lenses to provide documentation for investigation or evidence.
12. Testifies in court using photographs and video to explain the subject matter and processes used when taking photographs.
13. Acts as lead worker by coordinating activities with other employees, such as photographers, public relations specialists, and graphic designers to complete assignments received from management.
14. Trains non-photographic personnel in person on how to properly operate digital cameras and video equipment by demonstrating and providing oral instructions to ensure quality photographs of equipment, personnel, prisoners, and/or locations.
15. Completes reports of work accomplished, supplies used, and results obtained for use in statistical reports and inventory control records to ensure compliance with department standards.
16. Operates two-way radio equipment for the purpose of giving or receiving information or instructions to management.
17. Organizes and stores digital resources, such as photographs or video, in a searchable database, based on departmental needs, to ensure proper storage and retrieval.
18. Processes digital images and videos using computers and specialized software, such as Adobe Photoshop, LightRoom, Final Cut Pro, and Premiere, to produce final imagery for presentation.
19. Performs maintenance and care for photographic and related equipment such as lighting equipment using small hand tools such as screwdrivers to ensure equipment is in good working condition.

20. Digitizes photographic prints, transparencies, and negatives using specialized software and equipment, such as transparency and flatbed scanners, in order to preserve non-digital images, such as historical prints and film.
21. Responds to inquiries from associates, officials, and employees of various City departments by providing information and addressing their concerns.
22. Edits digital video with audio using specialized hardware and software, such as Premiere and Final Cut Pro, to produce short video clips, such as public service announcements and promotions.