



# City of Tempe

## EVIDENCE REDACTION SPECIALIST

### JOB CLASSIFICATION INFORMATION

<i>Job Code:</i>	641	<i>Department</i>	City Attorney
<i>Supervision Level:</i>	Non-Supervisor	<i>State Retirement Group:</i>	ASRS
<i>Status:</i>	Classified	<i>Market Group:</i>	Administrative Assistant II+
<i>Safety Sensitive / Drug Screen</i>	No	<i>Physical:</i>	No

Click [here](#) for more job classification information including current salary range.

### REPORTING RELATIONSHIPS

Receives general supervision from supervisory or management staff.

### MINIMUM QUALIFICATIONS

<i>Experience:</i>	One (1) year of general clerical work experience.
<i>Education:</i>	High school diploma, GED or equivalency.

### ESSENTIAL JOB FUNCTIONS

Essential job functions are the fundamental duties of a position: the things a person holding the job absolutely must be able to do.

To actively support and uphold the City's stated mission and values. The Redaction Specialist is responsible for reviewing and redacting law enforcement evidence including body camera video footage, surveillance video and 911 calls. The Redaction Specialist collaborates with prosecuting attorneys and legal assistants to ensure evidence is processed accurately and in a timely manner.

### OTHER DUTIES AS ASSIGNED

Please note this job description is not designed to cover or contain a comprehensive listing of all activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

- Review Body Worn Camera requests, evaluate content for redaction, labeling and organizing BWC clips and applying redactions to Body Worn Camera footage in evidence database.
- Complete manual electronic redactions of public records.
- Complete daily productivity reports.
- Prioritizes workflow and monitors assigned requests.

- Use video editing software.
- Perform general filing and scanning duties.
- Performs related duties as assigned.

## COMPETENCIES

<i>CLASSIFICATION LEVEL</i>	<i>INCLUDES</i>	<i>COMPETENCIES</i>
Foundational	All Employees	Inclusion, Communication, Interpersonal Skills, Integrity, Professionalism, and Willingness to Learn
Non-Supervisory	In Addition >	Teamwork, Customer Service, Initiative, and Dependability / Reliability
Supervisory	In Addition >	Staffing, Monitoring Work, Delegating, Development / Mentoring, and Support Others
Manager	In Addition >	Preparing / Evaluating Budgets, Monitoring / Controlling Resources, and Motivating / Inspiring
Deputy Director	In Addition >	Entrepreneurship and Networking
Director	In Addition >	Organizational Vision
<p><i>For more information about the City of Tempe's competencies for all classifications:</i>  <a href="#">City of Tempe, AZ : Competencies</a></p>		

## JOB DESCRIPTION HISTORY

*Effective November 2023*

## PHYSICAL DEMANDS AND WORK ENVIRONMENT

**Job Title: Evidence Redaction Specialist**

**Job Code: 641**

	Never	Occas.	Freq.	Contin.
ENDURANCE / ENVIRONMENT / MOVEMENT	0% of time	1-35% of time	36-65% of time	66-100% of time
Sit				X
Stationary / Stand			X	
Move / Traverse	X			
Machinery*	X			
Electrical*	X			
Power Tools*	X			
Hand Tools*	X			
Personal Protective Equipment*	X			
Respirator*	X			
Airborne Chemical Exposure	X			
Airborne Biological Exposure	X			
Computer Software				X
Physically handling of chemicals	X			
Indoors				X
Outdoors	X			
Around, in or on water	X			
Extreme Heat	X			
Extreme Cold	X			
Office Setting				X
Confined Spaces	X			
Excessive Noise**	X			
Heights	X			
Sewage Exposure	X			
Bodily Fluid or bloodborne pathogen exposure	X			
Bend / Stoop / Twist	X			
Crouch / Squat	X			
Kneel / Crawl	X			
Above Shoulder Level	X			
Below Shoulder Level	X			
Repetitive Arm Use		X		
Repetitive Wrist Use		X		
Repetitive Hand Use		X		
Climb Stairs / Ladders	X			
Neck Range of Motion	X			
Traverse Uneven Surface	X			
Traverse Even Surface	X			

VEHICLE OPERATION	YES	NO
Will this position drive a City vehicle?		X
Will this vehicle require a Commercial Drivers License?		X

VISION REQUIREMENTS	YES	NO
<b>Close</b> (clear vision at 20 inches or less)	X	
<b>Distance</b> (clear vision at 20 feet or more)	X	
<b>Color</b> (ability to identify and distinguish colors)	X	
<b>Depth Perception</b> (three-dimensional vision, ability to judge distances and	X	
<b>Peripheral</b> (ability to observe an area that can be seen up and down or to the	X	
<b>Ability to adjust focus</b> (ability to adjust the eye to bring an object into sharp focus)	X	

Maximum LIFT / CARRY	Lift	Carry	Maximum PUSH / PULL	Push	Pull
5-25lbs	X	X	5-25lbs	X	X
26-50lbs			26-50lbs		
51-75lbs			51-75lbs		
76-100lbs			76-100lbs		

ADDITIONAL CONSIDERATIONS:
<ul style="list-style-type: none"> <li>- Must be able to handle many variables including meeting short deadlines and responding quickly to urgent trail setting.</li> <li>- Knowledge of video editing.</li> <li>- Knowledge of and experience using video editing software such as Adobe Premiere, After Effects and Photoshop.</li> <li>- Ability to work independently.</li> <li>- Ability to effectively manage time and schedules.</li> <li>- May work alone for extended periods of time.</li> </ul>

*DEFINITIONS/EXAMPLES
<b>Machinery:</b> bucket truck, riding mowers, backhoe etc.
<b>Electrical:</b> wiring, outlets, fuses etc.
<b>Power Tools:</b> push mowers, jackhammers, drills, chainsaw etc.
<b>Hand Tools:</b> hammers, wrenches, shovels, wheel barrels, saws etc.
<b>Personal Protective Equipment:</b> Tyvek coveralls, hard hats, fall protection harness etc.
<b>Excessive Noise</b> exists when you raise your voice to communicate with someone who is 3 ft away.
<b>Respirators:</b> 1/2 face or full-face cartridge.
<b>Hepatitis A and Hepatitis B</b> vaccinations are offered to employees in the OSHA bloodborne pathogens

**\*\*Hearing test is required**