<table>
<thead>
<tr>
<th>CLASSIFICATION SERIES:</th>
<th>MAJOR AGENCIES:</th>
<th>EFFECTIVE DATE:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Photographer</td>
<td>Adjutant General, Administrative Services, BWC, Development, Natural Resources, Public Safety</td>
<td>05/12/2019</td>
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</tbody>
</table>

**SERIES PURPOSE:**
The purpose of the photographer occupation is to operate photographic equipment & accessories. At the full performance level, incumbents operate photographic equipment & accessories.

<table>
<thead>
<tr>
<th>JOB TITLE:</th>
<th>JOB CODE:</th>
<th>PAY GRADE:</th>
<th>EFFECTIVE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Photographer</td>
<td>82210</td>
<td>29</td>
<td>10/29/2006</td>
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**CLASS CONCEPT:**
The full performance level class works under general supervision & requires thorough knowledge of photography & equipment, photofinishing methods & procedures & operation of film processing & photographic reproduction equipment in order to operate photographic equipment & accessories.
JOB TITLE: Photographer  
JOB CODE: 82210  
EFFECTIVE 10/29/2006  
PAY GRADE 29

JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)
Operates photographic equipment & accessories (e.g., digital still & 35 mm cameras, medium or large format cameras, digital video, digital printers, light meters & lenses, reflective, incident & flash, studio flash units, rain gear, cold weather gear & tripods; photograph subjects, complex crash scenes, photograph along roadways that are partially or fully open to traffic, navigate through crash scenes, crawl space, attics, fields, pastures, ditches & rest area facilities, capturing evidence & provide Crash Reconstruction Unit imagery, utilize table-top photographic techniques, capture images of weapons, bullets & casings used in officer involved shootings, process film & produce photographic materials, operate electronic imaging systems to acquire, import, enhance, catalog & secure electronic image files, prints color or black & white photos for use in publications, training materials, media communications, criminal investigations & identification, crime scene, crash reconstruction, gross specimen, pathology, editoral/ceremonial, portraiture & aerial photography, &/or photographs variety of subjects using analog or digital still cameras, color or black & white film, electronic media & variety of photographic accessories, processes film to produce negatives from black & white or color prints).

Serves as photographic liaison with clients of all levels, photograph events & ceremonies with dignitaries (e.g., colonel, governor, mayor, congressmen, congresswomen, senators, President of United States, professional athletes, celebrities, individuals within assigned agency, other state agencies or offices outside state government), to determine photographic needs; remains inconspicuous for lengthy periods of time at conferences or speech details awaiting for important photograph, researches methods to best translate concepts or ideas into understandable photographs; electronic image file authentication & security of evidentiary images, image composition & enhancement, &/or produces slides, makes contact sheets or proof prints; exposes, develops & delivers positive magnetic transfers (e.g., PMT’s) & high contrast line negatives; touches up art work with ink, opaquing dye or spotting dyes & brushes for proper reproduction; provides support services to print shop &/or graphic arts section & prepares layouts, designs, mock-ups, camera ready art & proofs for use in publications, media communication & training materials.

Utilizes photo lab’s digital database of evidentiary & non-evidentiary files for division, maintains security & access levels, authenticates, catalogues & archives imaging files for division; operates photographic enlargers, print processors & related photographic equipment (e.g., dryers, mounting presses); mixes chemicals for use in developing tanks & trays; orders supplies & equipment; files negatives, prints or slides; cleans & performs preventative maintenance on photographic equipment (e.g., cameras; flash units; scanners; copy cameras; enlargers; dryers; processors).

MAJOR WORKER CHARACTERISTICS:
Knowledge of photography equipment; photography methods/techniques; photographic reproduction equipment; publication layout; public relations*. Skill in downloading digital files to PC; PC software; scanners; CD & DVD burners; cataloging software (e.g., PhotoShop 7.0, Extensis Portfolio & Net Juggler; publication layout; photography; photographic reproduction; operation of photographic equipment, operation of PC, photography equipment, printing color by using analog print processors or mini-lab analog printers; printing digital files in large & small formats using digital ink-jet printers, gas mask, bullet proof vest. Ability to select photographic subjects; produce finished photographic material; transform abstract ideas into photos; mix film processing chemicals; calculate fractions, percentages & decimals; gather, collate & classify information about data, people or things; work alone on most tasks with minimum supervision, demonstrate strength to lift up to 30 lb. cameras/video/audio equipment.

COMPETENCIES
Thinking Creatively
Identifying Objects, Actions, and Events
Inspecting Equipment, Structures, or Material

(*)Developed after employment.
MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:
Completion of undergraduate core program in photography;

-Or 2 yrs. technical trg. in photography;

-Or 2 yrs. exp. as photographer which includes processing, developing & printing photographic film, digital imaging; &/or operation of digital cameras.

-Or equivalent of Minimum Class Qualifications for Employment noted above.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:
Not applicable

UNUSUAL WORKING CONDITIONS:
Requires travel; exposed to chemical fumes, odors, blood, tissue & human waste at autopsies; works outside exposed to weather outdoors inclement weather; requires work in hostile environments (e.g. penal institutions, unsecured crime scene); may be on 24 hour call.