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Videographer

JOB CODE	JOB FAMILY	PROFILE
JCP242	**Communications and Public Affairs**	**Videographer**
PAY TYPE	**PAY RANGE**	**REVISION DATE**
Hourly	**$25.97 - $41.04**	**October 27, 2026**

The Videographer provides video production and photography services for the Sheriff's Department. This role captures still and video content for crime scenes, aerial footage, surveillance, and promotional purposes. The position also produces, directs, writes, and edits videos for training, recruitment, and public outreach. In addition, the Videographer designs internal and external publications and assists with multimedia presentations. This position supports interagency collaboration and provides training in audio/video techniques and media communication.

Job Description

DUTIES AND RESPONSIBILITIES

- Captures still and video content for aerial, crime scene, surveillance, and promotional purposes to support the Sheriff's Department and partner agencies.
- Produces, directs, writes, and edits videos for training, recruitment, promotional campaigns, documentaries, and other departmental programs.
- Designs and publishes internal and external materials such as brochures, posters, annual reports, and multimedia graphics.
- Trains designated personnel on photography, videography, digital production, and equipment usage.
- Coaches sworn personnel in effective communication with media professionals, including reporters and photographers.

- Maintains digital interview systems used by the Criminal Investigations Division (CID), including procedural training and documentation.
- Oversees quality control for duplicating suspect and witness interviews. Generates audio files for transcription and court submission.
- Develops and presents multimedia materials for internal and external informational and educational use.
- ***The above information is intended to outline the general nature and scope of the duties required for this position. It is not an exhaustive list and may vary depending on specific job assignments and responsibilities.***

MINIMUM QUALIFICATIONS

- Bachelor's degree in Broadcast Communications or a related field.
- Two (2) years of work experience in video, film production, or photography.

Any equivalent combination of related education and/or experience may be considered for the above requirements.

SUPPLEMENTAL INFORMATION

SCREENING AND COMPLIANCE

The offer of this Bernalillo County position requires compliance with the following:

- Successful completion of a post-offer employment medical examination and background investigation.
- Adherence to all County safety guidelines.
- Complete all FEMA training(s) assigned to this position.
- Possession of a valid New Mexico driver's license by the date of hire and maintenance of a valid license while employed in this position.
- Complete required supervisor training, if applicable.
- Pass an oral board examination.

WORKING CONDITIONS

- 40% of employee duties are performed in the field.
- Worker is exposed to natural weather conditions while working in the field.
- Outdoor surfaces include natural ground, concrete, asphalt, ramps, stairs, ladders, and wood decks.
- Indoor duties are performed in a temperature-controlled environment.
- Worker is exposed to developer chemicals, fixer chemicals, bleach, and formaldehyde.

EQUIPMENT, TOOLS, AND MATERIALS

- Worker utilizes rubber gloves, safety glasses, eyewash equipment and showers when working with hazardous chemicals.
- Employee operates film developers, video image capture equipment, camera kits, 35mm cameras, video cameras, photography lights, film processors, and photographic chemicals.
- Employee handles various writing utensils, paperwork, files and reports in the documentation and maintenance of film processed, persons requesting photographer, monthly inventory of prints made, size and rolls of film used.
- Employee operates a county vehicle for access to crime scenes in the performance of essential duties.