

**POSITION TITLE:** Video Analyst

**DEPARTMENT:** Public Safety

**STATUS:** Non Exempt

**SALARY:** \$40,000 - \$45,000 annually, dependent upon experience

**POSITION SUMMARY:**

The Video Analyst reports to the Assistant Vice President of Public Safety and provides support to the Public Safety Department to ensure the safety and security of residents, employees, visitors and assets of the Worcester Housing Authority. The Video Analyst will review and analyze recorded full motion video in response to submitted incident and suspicious activity reports. The analyst will write detailed and accurate reports while maintaining confidentiality, and collect and log pertinent information using video feeds and surveillance software. The analyst will be responsible for reviewing and assessing camera feeds regularly and reporting any malfunctions, outages, blind spots, tampering, or other problems pertaining to the equipment.

**ESSENTIAL FUNCTIONS:**

1. Analyze recorded, full motion video in response to submitted incident and suspicious activity reports.
2. Conduct observations and write detailed and accurate reports while maintaining confidentiality.
3. Multitask between collecting and logging pertinent information utilizing video feeds and software in a fast-paced environment.
4. Work closely with various agency departments to review and gather all pertinent information related to incident reports.
5. Review camera feeds regularly and immediately report any camera malfunctions, outages, blind spots, tampering, or other problems pertaining to the video equipment.
6. Report to the Assistant Vice President to understand and prioritize workload and provide feedback, findings, and reporting on status of assigned work.
7. Perform additional duties, as assigned.

**EDUCATION, EXPERIENCE AND SKILLS REQUIRED:**

1. High school diploma or equivalent.
2. Basic computer software and hardware knowledge.
3. Strong analytical, investigative and organizational skills.
4. Ability to multi-task and work independently in a busy office environment.
5. Excellent time management skills in order to organize, prioritize and complete assignments under tight deadlines.
6. High level of integrity and ability to maintain confidentiality.
7. Ability to read, write, speak, and understand English fluently.
8. Ability to be relied upon to be available for work.
9. Experience working in loss prevention, security, or law enforcement preferred.