

Communication Specialist 11005

Distinguishing Characteristics of Work

This is responsible journalistic and public relations work coordinating the design, production, scheduling, and release of public information for the Administrative Office of the Courts of the Seventeenth Judicial Circuit. An employee in this position is responsible for performing a variety of media relation assignments including the production of various publications (i.e. newsletter, annual report) using word processing and desk top publishing software; ensuring adherence to deadlines and work product quality control including recommending formats, proofreading and editing, and reviewing subject matter. The Communication Specialist is also responsible for providing information to civic and government groups through speeches and presentations; for preparing presentations for the Court Administrator and other court staff on various court-related topics. The Communication Specialist provides technical assistance to staff of the various divisions of Court Administration by assisting in preparing reports, policy papers, documents, charts, and graphics for publication. Working relationships are established with court staff, Judges, State Courts System personnel, staff of state and local government, and the general public. The incumbent exercises considerable judgment in the application of journalistic principles and practices and the ability to deal tactfully with officials in the public and private sectors. Work is performed under limited supervision

Education and Training Guidelines

A Bachelor's degree from an accredited four year college or university with a major in English, Communication, Journalism, or Public Relations and two years of related experience.

A Master's degree in any area above may substitute for one year of the recommended experience.

Progressively responsible experience in public information, public relations, communication, or journalism may substitute for the recommended college education on a year for year basis.

Knowledge, Skills, and Abilities

Knowledge of the techniques and technology used in publications management and production.

Knowledge of and ability to use word processing programs and desktop publishing multi-media software (i.e. micromedia dreamweaver software).

Knowledge of the principles, functions, and techniques of communication, journalism, editing, and proofreading.

Knowledge of and ability to use legislative tracking systems.

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Knowledge of the principles, functions, and techniques of communication, journalism, editing, and proofreading.

Ability to prepare design layouts and specifications.

Ability to write clearly and concisely using correct grammar.

Ability to prepare, write and assemble speeches, press releases, and public service announcements.

Ability to research a variety of court related topics, write articles, and prepare for dissemination.

Ability to work independently, establish goals and priorities, and maintain a production schedule.

Ability to work under pressure and meet deadlines.

Ability to work effectively with a staff from a variety of divisions and functions within the Office of the Court Administrator.

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