

Publication Writers

Job Code	Job Title	Pay Grade
8187A2	Publications Writer I	23
8188A2	Publications Writer II	26

CONCEPT:

Composing and editing informational materials to promote state agency objectives, accomplishments, and activities to the public.

TASKS:

- Confers with superiors, department heads, and other administrative officials regarding material to be prepared and style of presentation; gathers information through interview or source material.
- Writes, designs, edits and provides computer layout for news releases, newsletters, brochures, pamphlets and other informational materials and arranges for their timely distribution; takes and selects photographs as necessary.
- Provides progress reports to announce the conclusion of major phases or changes in designs or work schedules of an agency project; assists in organizing project dedications.
- Composes and edits plans and reports which vary in technical nature; composes statistical data for tables and graphs.
- Offers assistance to agency staff on rules of grammar, layout of informational materials and appropriate writing style.
- Acts as an agency liaison to ensure pertinent information is included in the informational materials and organized appropriately for clear understanding.
- Conducts research on assigned topics; proofreads informational material to ensure accuracy.
- Prepares spot announcements and scripts for radio and television stations; promotes agency programs and policies by initiating informational projects and responding to questions from the public; attends public hearings.
- Prepares and maintains necessary files, records and reports relating to prepared informational material.
- Coordinates the developing, writing, editing and proofing of highly, technical and controversial informational material, such as TV and radio scripts, reports, manuals, calendars, legal notices, news releases, newsletters and other publications; coordinates preparation, duplication and distribution of material.
- Coordinates with agency staff in selecting photographs, drawings, sketches, diagrams and charts to illustrate informational material; assists in laying out materials for publication; takes photographs as necessary.
- Assists in preparing a unit budget and keeps an appropriate supply of agency informational brochures and handouts.
- Plans, organizes and creates the informational materials used in special events, seminars or training sessions designed to create and maintain favorable public image for the agency and keep the general public informed of state agency objectives, accomplishments and activities.
- Preserves files of news articles and other published information relevant to the agency and disseminates to agency management as appropriate.
- Conducts interviews and research to gather information for highly, technical or controversial informational material or to respond to internal and external inquiries; acquires extensive knowledge of state agency programs and activities to convey information clearly and concisely to avoid confusion and legal liabilities; responds to inquiries from the public.
- Develops numerous contacts with the media, the Legislature, the Governor's office, other state agencies, the general public, and agency personnel.
- Provides technical assistance to agency staff on the rules of grammar, layout of informational materials and appropriate writing style; develops writing stylebook for agency; establishes and implements procedures for the use of computer software in creating written materials.

LEVELS OF WORK

- Class Group consists of two classes.

Publications Writer I – Involves applying professional journalism techniques to written materials designed to further public understanding of the objectives, accomplishments and activities of a particular division, department, or state agency. Work requires obtaining information by such means as interviews and reference material to prepare reports, plans, news items, or radio/TV spots and scripts.

Minimum Requirements: Six months of experience in composing complex technical reports, articles or manuscripts. Education may be substituted for experience as determined relevant by the agency.

Publications Writer II –The work at this level involves interpretation of highly controversial, technical, or complex subject matters whereas the Publication Writer I would not. Also involves assisting and advising superiors on informational programs and related public relations activities.

Minimum Requirements: One year of experience in composing complex technical reports, articles or manuscripts. Education in may be substituted for experience as determined relevant by the agency.

REF: 12/13

REV: 6/24