

**OFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF PERSONNEL**

PUBLIC INFORMATION REPRESENTATIVE I

Position Code: K7351

DISTINGUISHING FEATURES OF THE CLASS

Under general supervision, performs a variety of professional public information work in the preparation, researching and editing of various public information materials such as news releases, special reports, pamphlets, booklets, brochures or minor publications.

ILLUSTRATIVE DUTIES AND RESPONSIBILITIES

1. Gathers data, assembles information, composes news releases, and prepares reports pertaining to the various programs and activities in the Office of the Secretary of State.
2. Consults with program administrators and technical and professional staff to obtain and clarify information for release or publication.
3. Maintains files of source materials; clips pertinent news articles for future reference; performs reference work.
4. Develops and maintains contact with private organizations and groups for the interpretation and promotion of agency programs and services; develops working relationships with members of the news media.
5. Prepares copy, edits, proofreads and performs layout and illustration work on minor publications pertaining to laws, rules and programs administered by the Office of the Secretary of State.
6. Performs other duties as required or assigned.

REQUIREMENTS:

Education and Experience

Requires knowledge, skill and mental development equivalent to completion of four years of college with courses in journalism, English, public speaking or a related field and one year of experience in the news media, as an editor, or in a public information and education program.

Knowledge, Skills and Abilities

Requires working knowledge of methods and techniques of disseminating information to the public.

PUBLIC INFORMATION REPRESENTATIVE I (Continued)

Requires working knowledge of the facilities and media available for dissemination.

Requires working knowledge of the organization and programs of the Office of the Secretary of State.

Requires working knowledge of printing techniques used in commercial printing.

Requires ability to compose comprehensive and difficult news releases, features, stories, major publications, bulletins and pamphlets.

Requires ability to interpret and explain policies, rules, regulations and complex programs to stimulate public interest.

Requires ability to compile journalistic data and apply professional journalistic and informational techniques in presenting information.

Requires ability to speak effectively before public groups.

Requires ability to prepare copy for printing.

Approved by the Secretary of State Merit Commission - November 15, 1977

Effective - November 16, 1977

EXAMINATION INFORMATION

Tests and Weights: Education and Experience, 100%

Length of Eligibility: 1 year