

PUBLIC INFORMATION ASSISTANT

DISTINGUISHING FEATURES OF THE CLASS: This is work in the field of public relations involving the dissemination of information involving the ability to prepare layouts and or write informational materials. The work is performed under the supervision of a supervisor of higher rank or an administrative officer. Does related work as required.

TYPICAL WORK ACTIVITIES:

Prepares and arranges materials for in-house publications;
Assists in determining style, format, grammar, punctuation and/or spelling;
Recommends size of type and arrangement of illustrative material and copy;
Prepares sample layouts based upon available space, knowledge of layout and design principles;
Maintains art and related files for use in publications and flyers;
Performs miscellaneous clerical tasks as required;
May prepare routine news releases and other informational articles;
May photograph and videotape events.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of the practices and techniques used in publishing such as layout, format and styling; good knowledge of the construction and use of the English language as applied to writing; ability to write effectively; ability to make sound judgments and to reason clearly.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma and a minimum of one (1) year of experience in public relations, public information or media work which included layout and/or the use of writing skills.

NOTE: Education beyond high school in Graphic Arts, Journalism, English, Advertising or related field may be substituted for experience on the basis of twelve (12) credit hours for the one (1) year of experience. (Less than 6 credit hours may not be substituted for any part of the experience.)