

CLASS SPECIFICATION FOR  
**Publications Assistant**

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**GENERAL STATEMENT OF DUTIES:** Performs a variety of duties relating to the publication needs of the Public Information Office; does related work as required.

**DISTINGUISHING FEATURES OF THE CLASS:** The incumbent in this class demonstrates skill in technical/journalistic writing and preparation of County publications, and in providing technical support for public information programs. The incumbent receives direct supervision from the Public Information Specialist.

**EXAMPLES OF WORK** (illustrative only):

- Edits newsletters, brochures and other informational documents, planning, writing, rewriting and Copy-editing as necessary;
- Coordinates distribution of printed brochures and mailings;
- Operates desk-top publishing system and prepares camera-ready mechanical art;
- Researches facts and writes, edits or rewrites news releases and public information materials;
- Assists in the preparation of the County's annual report;
- Takes photographs at County events and for publications;
- Maintains photographic files, ensuring proper security, indexing and retrieval;
- Completes special projects as needed and as assigned;
- Performs related work as assigned.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:** Good knowledge of English grammar and current usage and journalistic styles; ability to meet deadlines and to research and organize data; knowledge of fundamentals of layout, past up and basic graphic design; familiarity with personal computers and ability to learn and effectively use various word processing and desk top publishing software packages; ability to establish effective working relationships with all levels of County employees.

**MINIMUM EDUCATION AND EXPERIENCE:** Possession of a bachelor's degree in mass communications, journalism, or a related field and one (1) year of related work experience; OR, any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

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This is a class specification and not an individualized job description. A class specification defines the general character and scope of duties and responsibilities of all positions in a job classification, but it is not intended to describe and does not necessarily list the essential job functions for a given position in a classification.