OHIO CLASSIFICATION SPECIFICATION
Developed for Equal Opportunity

NEW AUG 0 2 1997

CLASS TITLE:	CODE:
Publication Specialist 1	63151 C
MAJOR AGENCIES: County Offices, Universities	**JURISDICTION:** Cnty., Univ.

FUNCTION: Under general supervision from administrative superior, prepares, ensures accuracy & distributes variety of departmental publications;

-PERFORMS RELATED DUTIES AS REQUIRI

RANK	% OF TIME	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
1	34-54	Researches, analyzes, collects & prepares data for use in newsletters, pamphlets, directories, manuals or other departmental publications; coordinates & plans preparation of explanatory material about departmental projects (e.g., radio & television public service announcements, advertisements, brochures, posters); researches & writes speeches.	Knowledge of (1) journalism, (2) public relations; ability to (3) gather, collate & classify information about data, people or things, (4) write &/or edit articles for publication, (5) handle sensitive inquiries from & contacts with officials & general public.
2	20-30	Edits & proofreads copy & coordinates work with state printing; researches, organizes & analyzes photo or art material for use in publications; lays out, designs & types articles; operates word processor to prepare reproduction masters.	Skill in (6) typing*, (7) operation of word processor*; ability to 3, 4, (8) calculate fractions, decimals & percentages.
3 (6/10)	8-18	Arranges for distribution of publications; ensures transmittal of documents to regional & national offices; assists in filling written, phone or verbal requests for publications.	Ability to 3, (9) answer routine telephone inquiries from public.
4	8-28	Maintains files of reference material & publications; clears & purges computerized files & records; types, duplicates & collects copy;	Skill in 6*, 7*; ability to 3.

123:1-7-17

*Developed after employment

UNUSUAL WORKING CONDITIONS:

MINIMUM CLASS REQUIREMENTS: *(including license, if any.)* Ability to calculate fractions, decimals & percentages & to read & write common vocabulary plus: 3 courses in journalism which must have included newswriting, reporting, editing, photojournalism & graphics of communication (or 3 mos. exp.); 3 courses in public relations (or 3 mos. exp.); or equivalent.

FORM ADM-4134

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