OHIO
CLASSIFICATION SPECIFICATION
Developed for Equal Opportunity

CLASS TITLE:	CODE:
Public Information Specialist	64420C
MAJOR AGENCIES: County Offices, Universities	**JURISDICTION:** Cnty., Univ

FUNCTION: Under general supervision from agency management, represents agency or department in informational &/or liaison capacity, plans, develops & implements public relations programs, prepares news releases, appears in public media interviews, arranges & conducts public meetings, gives speeches;

-PERFORMS RELATED DUTIES AS REQUIF

RANK	% OF TIME	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
1	56-76	Represents department or agency or subdivision thereof carrying out specific program or programs in informational &/or liaison capacity (e.g., prepares & distributes news releases; provides preliminary contact with public in person & through news media; responds to requests for information; presents information programs & speeches; plans, develops & presents special projects & displays; maintains &/or participates in speakers bureau).	Knowledge of (1) communication, (2) journalism, (3) multi-media techniques; ability to (4) use proper research methods in gathering data, (5) prepare & deliver speeches before specialized audiences & general public, (6) handle sensitive inquiries from & contacts with officials & general public, (7) define problems, collect data, establish facts & draw valid conclusions.
2	8-18	Writes &/or edits &/or does layout on newsletters &/or other informational publications.	Knowledge of 2; ability to 4, 7, (8) write &/or edit articles for publication, (9) work alone on most projects.
3 (74)	1-21	Does research & analysis of information through various means (e.g., interview; correspondence) for development of informational & accurate news releases &/or to keep management abreast of current trends, problems & progress.	Knowledge of 2, (10) interviewing; ability to 4, 7, (11) gahter, collate & classify information about data, people or things.
4	0-5	Performs clerical tasks involved in compiling & organizing & storing information.	Ability to 11.

123:1-7-17

*Developed after employment

UNUSUAL WORKING CONDITIONS:
May be required to travel overnight, may be on 24 hour call.

MINIMUM CLASS REQUIREMENTS: *(including license, if any.)* 1 course in public speaking, speech or communication (or 1 mo. exp. in presenting informational talks or delivering speeches); 1 course in advance newswriting & reporting (or 1 mo. exp.); 1 course in reporting public affairs (or 1 mo. exp.); 1 course in photojournalism (or 1 mo. exp.); 1 course in graphics of communication (or 1 mo. exp.); 1 course in factual writing (or 1 mo. exp.); 1 course in

CLASSIFICATION SPECIFICATION
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CLASS TITLE: Public Information Specialist

CODE: 64420C

MAJOR AGENCIES: County Offices, Universities

JURISDICTION: Cnty., Univ.

RANK	% OF TIME	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
5	1-11	Prepares letters in response to requests for information or in reply to citizens making inquiries.	Knowledge of (12) english grammar & composition; ability to 4, 6, 7, 11.
6	0-5	Serves as lead worker (i.e., provides work direction & training) over information writers &/or monitors progress of those involved on special projects.	Knowledge of 1, (13) functional supervision*; ability to 7, (14) establish friendly atmosphere as supervisor of work unit.

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123.1-7.17

*Developed after employment

UNUSUAL WORKING CONDITIONS:

MINIMUM CLASS REQUIREMENTS: *(including license, if any.)* law of press, radio & television (or 1 mo. exp.); 1 course in advanced editing (or 1 mo. exp.); 1 course in reporting television news (or 1 mo. exp.); 1 course in reporting radio news (or 1 mo. exp.); 1 course in english grammar & composition (or 1 mo. exp.); or equivalent.

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