

STATE OF OHIO (DAS)CLASSIFICATION
SPECIFICATION**CLASSIFICATION SERIES:**

Information Writer/Publications Editor

SERIES NO.:

6441

MAJOR AGENCIES:

All Agencies

EFFECTIVE DATE:

03/07/2004

SERIES PURPOSE:

The purpose of the information writer/publications editor occupation is to research, write & edit informational material & news releases for public & intra-agency use.

At the lowest level, incumbents proofread materials before & after typesetting &/or write newsletters, reports, correspondence & brochures.

At the middle level, incumbents coordinate writing of informational materials & news releases & write informational materials that are of a promotional or explanatory nature.

At the highest level, incumbents plan & coordinate schedule of graphic, typesetting, printing & editorial services, determine content of informational materials & edit & revise all materials prior to publication or release.

CLASS TITLE:

Information Writer 1

CLASS NUMBER:

64411

EFFECTIVE DATE:

03/07/2004

CLASS CONCEPT:

The developmental level class works under general supervision & requires working knowledge of journalism, communication or English grammar & composition in order to proofread materials before & after typesetting &/or write newsletters, reports, correspondence & brochures on variety of topics.

CLASS TITLE:

Information Writer 2

CLASS NUMBER:

64412

EFFECTIVE DATE:

03/07/2004

CLASS CONCEPT:

The full performance level class works under direction & requires considerable knowledge of journalism &/or communication in order to coordinate writing of informational materials & news releases & write informational materials that are of promotional or explanatory nature.

CLASS TITLE:

Publications Editor

CLASS NUMBER:

64413

EFFECTIVE DATE:

03/07/2004

CLASS CONCEPT:

The advanced level class works under direction & requires thorough knowledge of journalism &/or communication in order to plan & coordinate schedule of graphic, typesetting, printing & editorial services, determine control of informational materials & edit & revise all materials prior to publication or release.

CLASS TITLE: Information Writer 1	CLASS NUMBER: 64411	BARGAINING UNIT: 14
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EFFECTIVE DATE:
03/07/2004

JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Copyreads typed articles prior to typesetting, proofreads articles after typesetting & writes calendar of events for monthly publication &/or researches & writes newsletters, reports, correspondence & brochures on variety of topics for publication or release & in response to individual inquiries & complaints.

Completes & circulates paperwork necessary for printing services; creates or recommends designs for publications; recommends informational materials/ articles for publication; does limited layout work.

MAJOR WORKER CHARACTERISTICS:

Knowledge of journalism or communication; English grammar & composition or written business communication; public relations*; interviewing*. Skill in typing or word processing; use of photocopier or tape recorder*. Ability to prepare & proofread informational materials for general & technical audiences on variety of topics; use proper research methods in gathering data; handle sensitive & routine contacts with & inquiries from general public & officials.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

12 mos. trg. or 12 mos. exp. in journalism or communication; 1 course or 3 mos. exp. in typing or word processing.

-Or 12 mos. trg. in English composition & grammar; 6 mos. exp. in writing business correspondence, business reports or informational materials for publication; 1 course or 3 mos. exp. in typing or word processing.

-Or equivalent of Minimum Class Qualifications for Employment noted above.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

Not applicable.

UNUSUAL WORKING CONDITIONS:

May require travel.

CLASS TITLE: Information Writer 2	CLASS NUMBER: 64412	BARGAINING UNIT: 14
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EFFECTIVE DATE:

03/07/2004

JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Coordinates writing of informational materials & news releases &/or radioed public service announcements (e.g., receives & edits grammar, organizational content & general layout of rough copy from other departmental sections; consults with agency personnel concerning needs for published materials; locates appropriate spokespersons, schedules & conducts taped interviews for radio & assigns announcers; secures printing estimates through state printing &/or private vendors; acts as liaison with graphics personnel to secure needed services; assigns & reviews work of lower-level information writers &/or other support personnel; monitors flats before printing) & writes informational materials & news articles that are of promotional or explanatory nature (e.g., instructional materials, operations or procedure manuals, TV &/or radio public service &/or news announcements, feature articles).

Announces radio spots; serves as liaison between public & department by responding to telephoned or written inquiries or taking orders for materials; maintains files & records of past work & current & future projects; carries out special projects (e.g., production of slide shows, video presentations/ spots & public relations activities); recommends equipment purchases & maintains inventory of same.

MAJOR WORKER CHARACTERISTICS:

Knowledge of journalism, English, or communication; public relations*; interviewing*. Skill in typing; use of audio/visual equipment &/or photocopier*. Ability to prepare & edit informational materials for general & technical audiences on variety of topics; use proper research in gathering data; handle routine & sensitive contacts with & inquiries from officials & general public.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Completion of undergraduate program core coursework in journalism, English or communication; 1 course or 3 mos. exp. in typing or word processing.

-Or 12 mos. exp. as Information Writer 1, 64411.

-Or 24 mos. exp. in writing informational materials (e.g., brochures, pamphlets, training materials, feature stories) &/or news releases which included some responsibility for layout, design, photography & editing; 1 course or 3 mos. exp. in typing or word processing.

-Or equivalent of Minimum Class Qualifications for Employment noted above.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

Not applicable.

UNUSUAL WORKING CONDITIONS:

May require travel.

CLASS TITLE: Publications Editor	CLASS NUMBER: 64413	BARGAINING UNIT: 14
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EFFECTIVE DATE:

03/07/2004

JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Plans & coordinates schedule of graphic, typesetting, printing & editorial services, determines content of informational materials, provides consultation &/or instruction to authors of materials, assigns stories/ articles & materials & edits & revises all materials prior to publication or release.

Researches, writes & edits informational materials &/or news releases which may include interviewing sources, photography, layout & design or preparing orders for & coordinating duplication, printing & graphic services; plans, directs & produces audio-visual presentations & coordinates production activity.

Carries out special projects; maintains files & records; responds to correspondence &/or telephoned inquiries/requests for printed information; develops film & makes prints.

MAJOR WORKER CHARACTERISTICS:

Knowledge of journalism, English or communication; public relations; interviewing. Skill in typing; use of personal computer or video display terminal &/or audio/visual equipment*. Ability to handle large number of variables concerning writing & publication of informational materials for general & technical audiences; use proper research methods in gathering data; handle routine & sensitive contacts with & inquiries from officials & general public.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

12 mos. exp. as Information Writer 2, 64412.

-Or completion of undergraduate program core coursework in journalism, communication or English; 12 mos. exp. in writing informational materials to include editing, photography, layout & design; 1 course or 3 mos. exp. in typing or word processing.

-Or 3 yrs. exp. in writing informational materials to include editing, photography, layout & design; 1 course or 3 mos. exp. in typing or word processing.

-Or equivalent of Minimum Class Qualifications for Employment noted above.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

Not applicable.

UNUSUAL WORKING CONDITIONS:

May require travel.