

AUDITOR OF STATE
CLASSIFICATION
SPECIFICATION

CLASSIFICATION SERIES:
INFORMATION WRITER

SERIES NO.:
6441

MAJOR AGENCIES:
AUDITOR OF STATE ONLY

EFFECT. DATE: **NEW EFF. DATE:**
09/22/1991

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.

INCUMBENTS PROOFREAD MATERIALS BEFORE & AFTER TYPESETTING &/OR WRITE NEWSLETTERS, REPORTS, CORRESPONDENCE & BROCHURES OR COORDINATE WRITING OF INFORMATIONAL MATERIALS & NEWS RELEASES & WRITE INFORMATIONAL MATERIALS THAT ARE OF A PROMOTIONAL OR EXPLANATORY NATURE.

CLASS TITLE:
INFORMATION WRITER 1

CLASS NUMBER:
64411

EFFECTIVE DATE:
09/22/1991

NEW EFFECTIVE DATE:

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:
09/22/1991

NEW EFFECTIVE DATE:

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.

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| CLASS TITLE: INFORMATION WRITER 1 | CLASS NO.: 64411 | BARG. UNITS: |
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EFFECTIVE DATE:

09/22/1991

NEW EFFECTIVE DATE:

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 ALTERNATIVE, EQUIVALENT EVIDENCE OF THE MAJOR WORKER CHARACTERISTICS NOTED ABOVE.

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

NOT APPLICABLE.

UNUSUAL WORKING CONDITIONS:

MAY REQUIRE TRAVEL.

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| CLASS TITLE: INFORMATION WRITER 2 | CLASS NO.: 64412 | BARG. UNITS: 050 |
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EFFECTIVE DATE:

09/22/1991

NEW EFFECTIVE DATE:

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, 64411A.

-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 ALTERNATIVE, EQUIVALENT EVIDENCE OF THE MAJOR WORKER CHARACTERISTICS NOTED ABOVE.

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

NOT APPLICABLE.

UNUSUAL WORKING CONDITIONS:

MAY REQUIRE TRAVEL.