

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES
CLASS SPECIFICATION

PUBLIC INFORMATION OFFICER I

POSITION CODE: 37001
Effective: 8-1-70

DISTINGUISHING FEATURES OF WORK:

Under general supervision, performs basic public informational tasks in a training and orientation setting; participates in the securing and drafting of public information materials of a limited variety; receives controlled assignments requiring progressively more complex skills; participates in staff meetings; attends conferences, workshops, institutes and other activities providing increased avenues of learning.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Participates in the composing of newspaper and magazine releases of limited variety and complexity; assists in the preparation of agency bulletins, articles for agency brochures, and script material for radio and television.
2. Participates in researching and securing information from technical and professional sources; assists in composing material for various types of presentation to the general public.
3. Assists in the maintenance of a library of source materials, clips pertinent newspaper stories and files them for future reference.
4. Receives controlled assignments of a limited nature, designed to provide variety and depth of skills.
5. May assist in preparing special reports and speeches for agency officials; may assist in composing the annual report.
6. Participates in the interpretation of agency programs to various community groups.
7. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

PUBLIC INFORMATION OFFICER I (Continued)

DESIRABLE REQUIREMENTS:

Education and Experience

Requires knowledge, skill and mental development equivalent to completion of four years college with courses in journalism, English or public speaking.

Knowledges, Skills and Abilities

Requires working knowledge of English composition and grammar.

Requires elementary knowledge of journalistic principles and practices.

Requires ability to maintain satisfactory working relationships with agency officials, employees and outside groups.

Requires ability to become progressively adept at the techniques of composing publications involving the compilation and processing of original secondary data.

Requires ability to conduct journalistic research and to evaluate and correlate source materials.