

**DEPARTMENT OF JUSTICE  
OFFICE OF THE ATTORNEY GENERAL  
DIRECTORATE DIVISION  
OFFICE OF COMMUNICATIONS  
MEDIA AND STRATEGIC SECTION**

**NAME:**

**CLASSIFICATION:** Student Assistant (Press Office – Fall/Winter Term)

**STATEMENT OF DUTIES:** Under the close supervision of the Information Officer II (Supervisor), the Student Assistant will serve in a learner capacity to gain practical experience and acquire knowledge and understanding of the functions, principles, practices, and methods used in the Office of Communications. The Student Assistant will assist with the performance of a wide variety of administrative and technical duties related to the Office.

**SUPERVISION RECEIVED:** Reports directly to the Information Officer II (Supervisor).

**SUPERVISION EXERCISED:** None.

**TYPICAL PHYSICAL DEMANDS:** Ability to sit, type, rotate, and work at a computer workstation in order to accomplish assignments. May be required to reach, bend, or stoop to access books and/or binders from book cases or book shelves and lift materials weighing up to 25 pounds.

**TYPICAL WORKING CONDITIONS:** In a remote work environment, home office or similar environment. At the office, an enclosed or open-spaced cubicle in a smoke-free environment located within a high-rise building in Sacramento, California.

**ESSENTIAL FUNCTIONS:**

- 35% Searches the Internet and compiles articles from news sources of interest for circulation to Executive staff and all other Department of Justice (DOJ) staff twice a day. Assists the Press Officers in disseminating information to the public and all DOJ staff.
- 35% Answers telephones/takes messages for Media and Strategic Section staff. Assists in drafting of press releases, social media content as requested by Media and Strategic Section staff, Executive staff, and other DOJ staff. Organizes and maintains departmental files. Maintains departmental databases by inputting press contacts, updating media lists by topic, and organizing by issue area. Operates all office machinery.
- 15% Researches a wide range of statewide issues. Assists in preparation of reports/talking points requested by Media and Strategic Section staff.
- 10% Assists the Media and Strategic Section staff with background materials for media events. Assists with check in of news media to in person press event.
- 5% Special projects as required.

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I have read and understand the essential functions and typical physical demands required of this job (please check one of the boxes below regarding a Reasonable Accommodation):

- ☐ I am able to complete the essential functions and typical physical demands of the job without a need for a reasonable accommodation.
- ☐ I am able to complete the essential functions and typical physical demands of the job, but will require a reasonable accommodation. I will discuss my reasonable accommodation request with my supervisor.
- ☐ I am unable to perform one or more of the essential functions and typical physical demands of the job, even with a reasonable accommodation.
- ☐ I am not sure that I will be able to perform one or more of the essential functions and typical physical demands of the job, and will discuss the functional limitations I have with my supervisor.

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Employee's Signature

Date

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Supervisor's Signature

Date