

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

NAME:

CLASSIFICATION: Graduate Student Assistant

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

SUPERVISION RECEIVED: Reports directly to the Information Officer II.

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 and book selves and lift materials weighing up to 25 pounds.

TYPICAL WORKING CONDITIONS: In a remote work environment, home office or similar environment. At the office may work in an enclosed office or cubicle in a high rise building and smoke-free environment.

ESSENTIAL FUNCTIONS:

- 50% Writes press releases, media advisories and assists with receiving approval from senior level executive staff. Drafts social media content and infographics including posters, flyers, and charts for press conferences. Prepares logistics for press conferences including media and press room set-up, guiding reporters to the correct room, and assisting them with check in. Searches the Internet and compiles articles from news sources of interest. Compiles, prepares media reports, and circulates to Executive staff and all other Department of Justice (DOJ) staff. Assists the Press Secretaries in disseminating information to the public and all DOJ staff.
- 15% Researches a wide range of statewide issues. Assists in preparation of media materials requested by the Media and Strategic Section and other Office of Communications staff. Assists with maintaining and monitoring department media lists, including updating previous lists and organizing by issue area.
- 15% Assists the Press Secretaries with gathering background materials for media events. Assists with copyediting and distribution of news releases and advisories to the news media.

Graduate Student Assistant

Duty Statement

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- 15% Answers telephones/takes messages for the Media and Strategic Section and other Office of Communications staff. Assists in preparation of letters of commendation requested by Press 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.
- 5% Special projects as required.

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.

Employee's Signature Date

Manager's Signature Date