

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

NAME:

JOB TITLE: Analyst I (Deputy Press Secretary)

STATEMENT OF DUTIES: Under the supervision of the Information Officer II in the Media and Strategic Section, the Deputy Press Secretary performs a variety of tasks related to the efficient functioning in the Office of Communications including being responsible for press releases and press clips, communicating with media representatives, and assisting in facilitating events for the Attorney General and/or Department of Justice. A high degree of initiative, professionalism, tact and discretion are required. The Deputy Press Secretary performs duties that require independence of action, independent analysis, political acumen, excellent interpersonal and organizational skills, diplomacy, flexibility, and the ability to work under pressure.

SUPERVISION REQUIRED: Reports directly to the Information Officer II, Media and Strategic Section.

SUPERVISION EXERCISED: None. May serve as a lead to the office interns.

TYPICAL PHYSICAL CONDITIONS: Ability to sit, type, rotate, and work at a computer for up to 8 hours daily to complete assignments.

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. May work over eight hours a day and/or on weekends as required by operational needs. Statewide travel may be necessary.

ESSENTIAL FUNCTIONS:

35% Independently reviews and analyzes information used for press releases, departmental publications, reports, research and policy papers. Assignments may cover a number of areas including, gathering research materials, assisting with writing and editing press releases, correspondence, and internal communications and procedures. Establishes and maintains relationships with various state agency personnel, law enforcement agency personnel, media contacts, and the general public. Monitors and disseminates media to internal staff and performs tasks that expand outreach to media, constituents, and stakeholders.

- 30% Compiles and distributes daily press clips and other daily communications reports. Performs intake of media inquiries and other constituent calls, maintaining professionalism as representative of the office. Corresponds with members of the media in advance of press events to maximize media participation in office-led events. Maintains all news subscriptions with a spreadsheet that includes each account, password, and subscription terms. Handles all renewals and new subscriptions by processing the purchase orders.
- 20% Collaborates with and acts as a liaison between communications staff and interns by monitoring their daily assignments to ensure deadlines are met, and provides feedback on assignments for accuracy and completion.
- 10% Assists with setting up press events for the Attorney General and officials of the Department of Justice. Travels for events as needed.
- 5% Prepares special correspondence and performs other analytical and administrative duties as required. Handles special projects and assignments upon request.

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 Signature

Date

Supervisor Signature

Date