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

NAME:

CLASSIFICATION: Information Officer I (Specialist)

WORKING TITLE: Press Secretary

STATEMENT OF DUTIES: Under the direction of the Supervisor II, Strategic Section, the Information Officer (IO) I is responsible for performing assignments directly related to disseminating public information and education associated with the Attorney General's Office through various media forums. The IO I will consult with and advise executive staff of the public relations implications related to the department's activities.

SUPERVISION RECEIVED: Under the direction of the Supervisor II, Media and Strategic Section.

SUPERVISION EXERCISED: May act as lead person over analytical and clerical staff.

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.

ESSENTIAL FUNCTIONS

40% Writes, edits, and prepares information material for dissemination through all major means of communication. Disseminates information through appropriate channels.

20% Acts as spokesperson for the Department to the news media. Manages social media content and accounts. Monitors media coverage in print, broadcast and social media.

20% Arranges participation of other agency officials as speakers on radio and television newscasts or other programs. Advances and staffs the Attorney General at media and community events. Assists with setting up events for the Attorney General and officials of the Department of Justice.

15% Collects, evaluates, and disseminates information gathered from internal sources to the news media.

MARGINAL FUNCTIONS

5% Compiles and distributes daily news clips.

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 Signature Date Supervisor Signature Date