

Publications Specialist – Cft (Range H51/JTC H37) – Non Exempt

GENERAL SUMMARY:

Responsible for writing and maintaining technical reports, business transformation documents/work plans, brochures/manuals for internal/external documentation/publications and follows formal delivery protocol for documents.

PHYSICAL REQUIREMENTS:

Normal physical job functions performed within a standard office environment. Reasonable accommodations may be made to individuals with physical challenges to perform the essential duties and responsibilities.

MINIMUM EDUCATION/SKILLS REQUIRED:

Bachelor's degree in related area plus one (1) year of experience **or** Associate's degree in related area plus two (2) year of experience **or** High School diploma or equivalent in related area plus four (4) years of experience. Transcripts will be required. Ability to communicate effectively with individuals from diverse backgrounds. Must have the ability to provide quality customer service. *** Will be subject to a criminal background check. Some positions may be subject to a fingerprint check. ***

NOTE: The duties listed are not intended to be all-inclusive. Duties assigned any individual employee are at the discretion of the appointing authority.

*Revised: 1/2017 - emm
ADA/tmm 05.15.19*