

Senior Publications Specialist – Cft (Range H68/JTC H38) – 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 plus two (2) years of experience or Associate's degree plus of for (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.