

Title: <b>Presentation and Writing Specialist</b>	Effective Date: October 9, 2012	Grade: X	Job Category: Admin. Support
Prior Title: Administrative Aide V	Prior Effective Date: May 11, 2012	Grade: X	Page: 1 of 1

**CHARACTERISTICS OF WORK**

Under the supervision of the Public Information Officer, this position is responsible for researching and creating documents and other materials designed to inform and educate various audiences.

**EXAMPLES OF WORK**

The following examples are intended only as illustrations of various types of work performed. No attempt is made to be exhaustive. Related, similar, or other logical duties are performed as assigned. The Department may require employees to perform functions beyond those contained in job descriptions. The Department may modify job descriptions based on Department needs. The Arkansas State Highway and Transportation Department is an "at will" employer.

- Prepare speeches, presentations, and associated materials for members of the Commission and senior Department staff.
- Assist in writing letters, news releases, articles, and other documents.
- Assist with media inquiries and contacts.
- Assist in social media activities.
- Assist with legislative activities.

**MINIMUM REQUIREMENTS**

The educational equivalent to a diploma from an accredited high school. Ability to plan, research, and prepare comprehensive reports and presentations. Education or experience in journalism, public relations, or a related field. Working knowledge of Microsoft Word, Excel, PowerPoint, and Outlook.

*("Accredited" means the educational institution or program is accredited by an accrediting organization recognized either by the United States Department of Education or by the Council for Higher Education Accreditation.)*