

Title: <b>Writer</b>	Effective Date: June 24, 2017	Grade: XIII	Job Category: Professional
Prior Title: Internal Communication Coordinator	Prior Effective Date: June 27, 2013	Grade: XIII	Page: 1 of 1

*CHARACTERISTICS OF WORK*

As an integral team member of the Public Information Office, the Writer is responsible for producing written content for a range of creative, technical and documentary purposes of the Commission and the Department.

*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 Department of Transportation is an "at will" employer.

- Coordinate content development for the Department's internal and external publications.
- Function as the primary author of speeches, correspondence and audio/visual scripts.
- Assist the External Information Coordinator with writing news releases.
- Coordinate awards application development and submittal.
- Provide written content for Department digital initiatives.

*MINIMUM REQUIREMENTS*

The educational equivalent to a bachelor's degree from an accredited college or university in a field related to the area of responsibility. Work experience in writing, editing and proofreading. Ability to communicate clearly and effectively in both written and verbal formats. Working knowledge of the Microsoft family of business software products. Valid driver's license.

*("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.)*