

JOB ANNOUNCEMENT

CIRCUIT COURT FOR PRINCE GEORGE'S COUNTY

POSITION TITLE: Public Information Officer

GRADE: G-24 (Public Information Officer III)

ANNUAL SALARY: \$83,641-\$95,000 (Negotiable, based on qualification and work experience)

LOCATION: Court Administrative Office, Circuit Court, Upper Marlboro, Maryland

TYPICAL DUTIES: The candidate, under the supervision of the Administrative Judge and the Court Administrator in the absence of the Administrative Judge, plans, organizes and coordinates the public information for the Court activities. The candidate will also provide the public and media with timely and accurate information. Duties include but are not limited to: serving as the point of contact for all media inquiries; responding to Access to Judicial Records requests; overseeing Circuit Court's informational initiatives; managing the Circuit Court's social media accounts (i.e. Instagram, Facebook, YouTube, etc.); drafting talking points and speeches on behalf of the Administrative Judge and other members of the bench; producing newsletters on a monthly basis; gathering information for the publication and distribution of articles, bulletins, pamphlets and other promotional materials; preparing, reviewing, and editing news conferences, press releases, scripts, articles, and brochures; designing flyers and publications; acting as the Circuit Court's liaison to the Administrative Office of Courts (AOC) on various communication matters; coordinating public appearances, lectures and/or exhibits; maintaining the Circuit Court's website and related digital communication platforms; managing the Circuit Court's cable TV series; serving as the photographer for events; providing training to employees on media and protocol. Performs other duties as assigned.

MINIMUM QUALIFICATION REQUIREMENTS

Bachelor's degree in journalism, communications, public relations or a closely related field, plus three (3) years of experience in journalism, public relations or a closely related field. Knowledge of the principles and practices of journalism and public relations. Ability to establish and maintain effective working relationships and use professionalism, tact, diplomacy and competency in dealing with the public, news media, Judges, attorneys, public officials and co-workers. Ability to effectively write, edit and design reports and other publications covering a wide range of subject matters. Ability to effectively speak in public. Ability to gather and verify news information through interview, observation and research. Possess excellent interpersonal, organizational, and writing skills.

Preferred experience: Five (5) years of progressively responsible experience in advertising/marketing, social media, journalism and writing. Ability to use graphic design software such as Adobe Illustrator, InDesign, and Photoshop. Knowledge of the judicial branch issues, programs and activities. Ability to speak Spanish is a plus.

ADDITIONAL REQUIRED INFORMATION: A Circuit Court for Prince George's County Employment Application and Supplemental Questionnaire must be submitted for this announcement. Employment Applications are available at <http://princegeorgescourts.org/jobs.aspx>. All applicants are subject to a background check.

ASSESSMENT: Applicants are required to complete a writing assessment.

CLOSING DATE: This position is open until filled. **Resumes will be reviewed every two weeks beginning October 10, 2019.**

APPLY TO: Department of Human Resources, Court Administrative Office
Room M2407, Courthouse, Upper Marlboro, MD 20772
Fax: (301) 952-4447 / E-Mail: Humanresources@co.pg.md.us

Eligibility to Work: Under the Immigration Reform and Control Act of 1986, applicants selected for employment will be required to show and verify authorization to work in the United States. Circuit Court for Prince George's County is an Equal Opportunity Employer, Committed to Diversity in the Workplace. This court does not discriminate on the basis of Race, Religion, Color, Sex, Age, National Origin or Disability. This court does not discriminate on the basis Race, Religion, obtain a copy of the Circuit Court for Prince George's County EEOP Utilization Report upon request.

Reasonable Accommodation Upon Request

Public Information Officer - Supplemental Questionnaire

1. Which of the following best describes your level of completed education?

- a. Master's degree
- b. Bachelor's degree
- c. Associates degree
- d. High School or G.E.D.

2. Please indicate your field of study.

- a. Journalism
- b. Public Relations
- c. Communications
- d. Other Please Specify: _____

3. How many years of experience do you have working in journalism, public relations or closely related field?

- a. I do not have any experience working in journalism, public relations or closely related field.
- b. Less than three (3) years
- c. Three (3) years or more

4. Describe in detail your experience working in journalism, public relations or communications and include the employer's name and dates of employment. Please do not type "See Resume". If no experience, enter "N/A".

5. Do you have any of the following skills? **(Please circle all that apply)**

- a. Advertising/Marketing
- b. Public Speaking
- c. Designing Reports and/or Publications
- d. Writing and/or Editing Techniques

6. Do you have experience using any of the following for presentations; graphic or web design purposes? **(Please circle all that apply)**

- a. HTML
- b. Adobe InDesign
- c. Adobe Photoshop
- d. PowerPoint
- e. Adobe InDesign
- f. Adobe Illustrator