

## Polk County Sheriff's Office Job Description

### 2128 Communications Editor

February 02, 2006, Revised September 6, 2010

#### **Position Concept:**

The Communications and Graphic Design Editor performs a variety of writing, editing, communications and graphic design duties. The member performs technical, educational, copy, script, creative writing, laying out, organizing, planning, and revising content of written materials and audio/visual, electronic, and Internet/Intranet media; designing and producing printed materials and audio/visual, electronic, and Internet/Intranet media. The Editor facilitates internal and external agency communications, services as back-up for Public Information Officers, and maintains editorial control of the Agency's Internet web site and intranet site.

The most important and essential job function of the position is attitude and includes the following: positive interaction and cooperation with co-workers, responding politely to customers, working as a team member, functioning under intense time pressure and responding in a positive manner to supervision.

The member may perform other related duties and tasks, as required and shall have the physical, mental and emotional abilities to perform the essential job duties of the position.

#### **Essential Functions:**

- Complete writing assignments on deadline
- Complete design projects
- Write scripts for audio/visual media
- Write internal and external newsletters
- Write articles for outside publications
- Research and organize materials for projects
- Plan, develop, and write annual report
- Edit agency publications
- Create/produce graphic art/visual materials
- Design/produce internal communication media
- Design/produce external communication media
- Generate/manipulate graphic images
- Prepare multimedia presentations
- Create/prepare photographic images
- Compile records and statistics
- Confer with senior staff
- Collaborate with other members on projects
- Collaborate with Crime Prevention staff
- Assist Public Information Officers
- Review/revise written material/electronic media
- Review/revise graphic art/material/electronic media
- Content editor for [www.polksheriff.org](http://www.polksheriff.org)
- Develop new programs
- Create design projects
- Document information
- Prepare purchase requisitions
- Compose correspondence
- Collaborate with Public Information Officers and audio/visual staff on projects

#### **Education, Professional Certification or License:**

- Four (4) year college degree from an accredited college or university in related discipline
- Valid Florida Driver's License

#### **Professional Experience:**

- Demonstrated proficiency of keyboarding 50 wpm with no more than 5 errors
- 2+ years of professional design, writing and/or editing experience
- Demonstrated writing capability
- Demonstrated knowledge of current graphic design software
- Demonstrated proficiency in creating professional graphical design and art
- Demonstrated knowledge and proficiency in creating photographic images
- Proficient in PC applications related to communications activities

**Status:**                       Civilian     Sworn     Certified

**Blood and Viral Pathogen Risk:**                       Minimal Risk     Foreseeable Risk

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### Environmental Conditions:

- Works in a professional atmosphere
- Works varying hours
- Works under stressful conditions

### Required Skills and Knowledge:

#### **Knowledge of:**

- Advanced English Language and grammar
- Communication techniques and methods
- Media production
- Dissemination techniques and methods
- Computers and electronics
- Communication software
- Graphic design software
- Applications related to writing, editing, design
- Office organization and filing systems
- PCSO policies and procedures
- Internet media
- Photography
- Research tools and methods
- Editing tools, methods, and standards

#### **Ability to:**

- Read and write English
- Operate motor vehicle
- Think creatively
- Produce quality original work
- Express communication in writing
- Operate office equipment
- Engage in deductive/inductive reasoning
- Develop creative ideas
- Comprehend information orally or in writing
- Express communication orally
- Edit comprehensive written and electronic media and materials

#### **Skills:**

- Advanced writing
- Communicate effectively
- Reading comprehension
- Advanced interpersonal
- Critical thinking
- Perform corrective action
- Complex problem solving
- Implement solutions
- Decision-making
- Editing
- Computer software and application
- Keyboarding
- Photography
- Layout/design

### Physical Requirements:

- See at normal range or with accommodation
- Hear at normal level or with accommodation
- Speak English understandably
- Manual dexterity
- Lift 40 pounds
- Climb
- Bend
- Sit for long periods
- Stand for long periods
- Walk
- Ambulate independently
- Squat
- Carry 30 pounds