Communications Paraprofessional III (0763)

**Basic Purpose/Job Function:** Produces publications, presentations and other communications using graphic arts, print media, multi-media, satellite production and audio-visual technologies.

**Examples of Titles Replaced:** Graphic Artist; Marketing Assistant; Media Production Assistant; Senior Video Production Specialist

**Typical Functions May Include:**

1. Editing and arranging text, figures, exhibits, and graphics in their final formatting for reports, presentations, and publications
2. Assisting in the development, design and editing of informational or marketing materials
3. Duplicating audio and video tapes
4. Performing video and audio field production, studio production and remote production utilizing broadcast-quality video camera and videotape equipment and acts as producer/director
5. Overseeing maintenance and upkeep of equipment; authorizes the use of equipment by others
6. Recommending equipment purchases and maintaining a stock of supplies and other materials
7. Monitoring the production of publications by tracking each job, documenting progress toward completion and coordinating activities on behalf of the department
8. Keeping accurate records of time spent on each job
9. May participate in the formulation of departmental policies
10. May supervise and participate in the performance of office functions and routine administrative details such as word processing, operating standard business machines, coding and filing materials and updating existing records
11. Performing other related duties as assigned

**Risk Management:** Uses established safety practices to protect the health and safety of personnel and property.

**Supervision of Others** May supervise and train others in similar positions.

**Supervision Received:** Receives specific supervision from a designated supervisor.

**Minimum Qualifications:**

- **Education**: High School diploma or GED
- **Experience**: 12 – 24 months  
  **Type**: Communications/multimedia/marketing

**Skills:** Ability to perform basic math functions; uses creativity in presenting oral or written communication; uses correct grammatical structure, vocabulary and formats; performs record keeping operations making changes to existing records
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**Special Requirements**: May be required to bend, lift, stoop, walk and carry; may require travel; may require exposure to weather conditions; may require operating a production vehicle; regular pressure to meet deadlines

- **Licenses**: Determined by the nature of the position and/or department.
- **Certifications**: Determined by the nature of the position and/or department.
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Minimum requirements may be met by an equivalent combination of education and experience, unless otherwise designated in writing by the department.

Departments are responsible for site-specific job descriptions.