Communications Paraprofessional I (0761)

Basic Purpose/Job Function: Responsible for duplication, editing, and assisting with the collection, storage, preservation, and dissemination of information or materials.

Examples of Titles Replaced: Acting Production Manager; Art Model; News Services Intern; Oklahoma Daily Assistant; Radio Announcer/Producer; Video Technician

Typical Functions May Include:

1. Selecting and preparing on-air material as directed, including research, interviewing, script writing and audio production, both for others to announce, as well as for self
2. Performing related operational support as assigned, including additional audio production and coordination, additional script writing and various log preparations, recordkeeping and filing
3. Performing duplication and editing work which requires recording all archival materials onto videocassettes for preservation, cataloging and research use
4. Operating communication or media equipment and performing routine maintenance on equipment used
5. Performing simple recordkeeping
6. 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 Has no regular supervisory responsibility. May train others in similar positions.

Supervision Received: Receives specific supervision.

Minimum Qualifications:

- **Education**: High School diploma or GED
- **Experience**: 0 - 9 months  
  **Type**: Communications/multimedia

Skills: Ability to perform basic math functions; reads and understands basic written material

- **Licenses**: Determined by the nature of the position and/or department.
- **Certifications**: Determined by the nature of the position and/or department.

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.