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We are NOT currently accepting applications for this position. However, you may submit a job interest card for this position if you would like to be alerted when it becomes available.

PUBLIC INFORMATION OFFICER

Class Title: PUBLIC INFORMATION OFFICER

Class Code: 6801

Salary Schedule: Approved Arizona Law Enforcement Merit System Council Salary Schedule

One Salary Annual / Hourly	Step 1 Annual / Hourly	Step 2 Annual / Hourly	Step 3 Annual / Hourly	Step 4 Annual / Hourly
-	\$39,976.35/\$19.22	\$42,091.40/\$20.24	\$44,206.45/\$21.25	\$46,321.50/\$22.27
Step 5 Annual / Hourly	Step 6 Annual / Hourly	Step 7 Annual / Hourly	Step 8 Annual / Hourly	Step 9 Annual / Hourly
\$48,436.54/\$23.29	\$50,551.59/\$24.30	\$52,666.64/\$25.32	\$54,781.69/\$26.34	\$56,896.74/\$27.35

Annual salaries are calculations based on approved hourly rates.

Summary Statement: Under general supervision, plans, organizes, and implements the department's public information activities in order to provide the public and media with timely and accurate information in matters of public interest and to provide a positive organizational image. Performs related duties as assigned. This is a competitive classification.

Essential Functions: (not intended to be all inclusive)

1. Provides information to media outlets by generating news releases, holding press conferences and acting as department spokesperson and media liaison to disseminate agency related information to inform and educate the public.
2. Monitors media coverage and responds to media inquiries.
3. Consults with department officials in responding to media inquiries and promoting department programs and services.
4. Prepares, reviews, and edits news conferences, press releases, scripts, articles, brochures, etc.
5. Maintains contact with local media by participating in video-taped and telephone interviews.
6. Collects data and reviews materials for media relations use.
7. Establishes and maintains relationships with representatives of community, employee and public interest groups.
8. Conducts public appearances, lectures or exhibits in order to increase awareness and to promote goodwill for the agency.
9. Confers with agency personnel to identify trends and key group interests and public concerns.
10. Speaks to various groups to provide information which may include delivering speeches and presentations.
11. Provides training to employees on media and protocol.

Knowledge, Skills, & Abilities Required:

Knowledge of:

1. departmental programs, policies, and functions.
2. current principles and techniques of public information and relations programs.
3. media tactics, including interview techniques and preparation.
4. basic principles of communication.
5. English grammar, spelling and punctuation.

6. knowledge of police terminology.

Skill in:

1. prioritizing tasks to meet deadlines.
2. reviewing, proofreading, editing and verifying written materials for accuracy and adherence to policies and procedures.
3. writing press releases in the proper format.
4. operating standard office equipment (e.g. computer, calculator, facsimile, copiers, etc.).

Ability to:

1. gather and verify news information through interview, observation and research.
2. establish and maintain effective working relationships with the public, news media and others contacted in the course of assignment.
3. accurately interpret policies and procedures to provide and clarify information.
4. maintain a professional demeanor during stressful and highly visible situations.
5. work within stringent deadlines to complete projects and assignments.
6. produce written documents in the English language using proper sentence structure, punctuation, and grammar.
7. exercise sound judgment in safeguarding confidential or sensitive information.
8. read, comprehend, and interpret complex written materials.
9. respond to citizen and media requests in a courteous and effective manner.
10. make presentations to small and large audiences.
11. organize, prioritize and perform multiple tasks.
12. work any hours including weekends, holidays, rotating shifts, call-outs and overtime.

13. communicate orally and in writing with other employees, members of the media, other agencies, and the public by telephone, in a one-to-one, face-to-face setting, and in a group setting in the English language.

WORKING CONDITIONS/PHYSICAL REQUIREMENTS:

Exposure to potentially hazardous, uncontrollable and life threatening situations. Work is performed in all weather conditions. May be required to travel.

Minimum Qualifications:

Bachelor's degree in Communications, Public Relations, Journalism or a related field and one year of public relations or communications experience or five years of responsible public relations or communications experience, preferably in a law enforcement or professional media setting. Other combinations of experience, training and education which provide the knowledge and abilities necessary to perform the work may be considered. Must possess an Arizona driver license no later than effective starting date.

Progression to the next pay level/step requires an overall performance rating of at least "Standard" in the last 12 months.

Must successfully complete the examination process.

FLSA Status: Non-Exempt

