Job Title: Publications Specialist II

BCAT Code: 09TX68
Pay Grade: G10

Effective Date: April 1, 2007
Revision Date: July 1, 2013

General Description
Under general supervision, supports the production of news stories, advertising materials, and other related items.

Examples of Duties
- Edits and prepares manuscripts for production.
- Proofreads documents for grammar, spelling, punctuation, and format.
- Assists in revising manuscripts for publication for grammatical and structural flaws.
- Types manuscripts, correspondence, and other documents from rough draft corrected copy, voice dictation, or the previous version displayed on screen.
- Produces camera ready materials for printers.
- Produces camera ready copy of text for publication.
- Creates electronic archives.
- Assists the Manager with special projects and reports.
- Attends meetings representing the Manager.
- Answers the telephone and provides general information to the public.
- Performs other related duties as assigned.

Knowledge, Skills and Abilities
- Knowledge of standard English grammar.
- Knowledge of computer software and equipment used in publishing.
- Knowledge of publication design principles.
- Knowledge of printing, photography, and typesetting processes.
- Effective oral and written communication skills.

Minimum GSU Hiring Standards
Bachelor’s degree; or high school diploma or GED and four years of related experience; or a combination of education and related experience.

The above is a general description of duties performed by employees holding this job title and does not represent a complete list of duties that may be assigned to an employee.