

LEGISLATIVE AND COMMUNICATION SPECIALIST 6420

Distinguishing Characteristics of Work

The Legislative and Communication Specialist is a responsible professional position that provides support to the Supreme Court and State Courts System's legislative and communication program. The Legislative and Communication Specialist is primarily responsible for providing support and assistance in advancing the Chief Justice's and State Court System's legislative package, providing professional communication counsel and services to judicial leadership, court committees, and court staff, and serves as an editorial consultant to Office of the State Courts Administrator staff as needed. The Legislative and Communication Specialist works independently under the general supervision of the Director of Communication and Legislative Relations.

Education and Training Guidelines

A bachelor's degree from an accredited four year college or university with a major in English, communication, journalism, or public relations, and two years of experience in the production of newsletters, reports, or other publications.

A master's degree in an area described above may substitute for one year of recommended experience.

Knowledge, Skills, and Abilities

Knowledge of the principles of communication and the application of such principles at a strategic level. Knowledge of the legislative process and the participants therein. Knowledge of organizational communication. Knowledge of public relations, public information, and journalism and their application in an organizational context. Knowledge of the techniques and technology used in publications management and production. Ability to communicate effectively in writing and orally. Ability to develop and maintain effective working relationships with judicial leadership, court officials, legislators, and legislative staff. Ability to work and operate effectively in politically sensitive situations. Ability to develop strategies, plans, recommendations, and procedures to support court initiatives and activities. Ability to provide communication counsel to judicial leadership, court committees, and court staff. Ability to research, assess, and analyze legislative information. Ability to identify, monitor, and track court-related legislation. Ability to develop long-range public information programs for the court. Ability to manage multiple projects, priorities, and activities. Ability to work on a team. Ability to plan, edit, and proofread reports, articles, and other written materials.

Effective: 02/01/96