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**NASSAU COUNTY  
SCHOOL DISTRICTS  
CLASS SPECIFICATION**

**Title : INFORMATION SPECIALIST I  
Code: 060050 ECK  
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Competitive**

**GENERAL STATEMENT OF DUTIES**

Performs public information work involving all media to stimulate public interest in the services of a department or agency; performs related duties as required.

**COMPLEXITY OF DUTIES**

Under general supervision, the duties require planning, preparing and transmitting all public relations information material to stimulate public interest in the services performed by a department or agency.

**TYPICAL DUTIES**

1. Writes news releases on department activities.
2. Writes booklets and brochures and prepares exhibits on department activities.
3. Edits copy prepared by others.
4. Maintains close contact with workers in all areas of public relations to further promote the work of the department.
5. Collects, assembles and compiles information on department activities.
6. Talks to clubs, civic groups and various organizations about department activities.
7. Answers inquiries on department activities.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, AND ABILITIES**

1. Considerable knowledge of all media used in public relations.
2. Skill in writing various forms of informational material.
3. Ability to prepare news and feature material.
4. Ability to speak to various groups on department functions.
5. Ability to establish and maintain effective working relationships with others.
6. Ability to express ideas, orally and in writing.

**MINIMUM QUALIFICATIONS**

**Training and Experience**

Bachelor's degree from a regionally accredited or New York State registered college or university

and

Two years of satisfactory experience in preparing public relations information material.

**NOTE:** Experience, as outlined above, in excess of the two-year requirement may be substituted for college education on a year-for-year basis up to a maximum of four years.

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