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**NASSAU COUNTY**

**Title : PUBLIC INFORMATION AIDE,  
BILINGUAL (SPANISH)**

**SCHOOL DISTRICTS**

**Code: 060071 EDL**

**CLASS SPECIFICATION**

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**Competitive**

**GENERAL STATEMENT OF DUTIES**

Carries out assignments in the public information program of a school district and/or educational agency; performs related duties as required.

**COMPLEXITY OF DUTIES**

Under general supervision, the position requires the limited use of judgment assisting in the preparation of public information and public relations material.

**TYPICAL DUTIES**

- \* 1. Drafts and performs preliminary work on articles for publication, news releases, speeches, and/or radio scripts, and similar material.
- \* 2. Engages in research to gather information required for public information and public relations projects.
- \* 3. Types and copies various promotional materials.
- \* 4. Supplies information to local residents about specific activities and programs of the district or agency.
- 5. Performs general clerical duties, as required.
- 6. Performs above-described duties in a foreign language in addition to English, as required.

**\*TYPICAL ESSENTIAL FUNCTIONS**

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

1. Knowledge of the methods and techniques used in publicity activities.
2. Knowledge of the aims and functions of the employing district or agency.
3. Ability to assist in preparing publicity releases.
4. Ability to establish and maintain effective working relationships with associates and the public.
5. Ability to operate simple office machines.
6. Ability to express oneself effectively, both orally and in writing.
7. Ability to comprehend a foreign language in addition to English, and to speak it fluently.

**MINIMUM QUALIFICATIONS**

**Training and Experience**

1. Graduation from high school, including or supplemented by courses in journalism;  
or
2. Graduation from high school  
and  
One year of satisfactory public relations and/or journalism and/or advertising

experience.

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