

Title: Publications Specialist	Effective Date: May 11, 2012	Grade: X	Job Category: Technician
Prior Title: Publications Specialist	Prior Effective Date: April 3, 2012	Grade: X	Page: 1 of 1

CHARACTERISTICS OF WORK

Under general supervision, this position is responsible for receiving, formulating, creating and designing publications.

EXAMPLES OF WORK

The following examples are intended only as illustrations of various types of work performed. No attempt is made to be exhaustive. Related, similar, or other logical duties are performed as assigned. The Department may require employees to perform functions beyond those contained in job descriptions. The Department may modify job descriptions based on Department needs. The Arkansas State Highway and Transportation Department is an "at will" employer.

- Perform all work necessary for production of various Department publications such as Biennial Reports, various studies, booklets and brochures.
- Gather, analyze, and prepare data for presentations.
- Communicate with internal and external reproduction sources concerning publication requirements.
- Operate desktop publishing software, i.e., Microsoft Word, Publisher, and PowerPoint.
- Assist with cross-platform integration of graphics into word processing documents.
- Manipulate database products to visually display thematic data.
- Produce charts and graphs for reports, presentations, and publications.

MINIMUM REQUIREMENTS

The educational equivalent to a diploma from an accredited high school. Two years of desktop publishing experience. Proficiency with Microsoft Excel (including graphing capabilities), Word, Access, Publisher, and PowerPoint.

("Accredited" means the educational institution or program is accredited by an accrediting organization recognized either by the United States Department of Education or by the Council for Higher Education Accreditation.)

