

SUPERIOR COURT OF DEKALB COUNTY, GEORGIA

STONE MOUNTAIN JUDICIAL CIRCUIT

4TH JUDICIAL ADMINISTRATIVE DISTRICT

Court Administration Vacancy -

Public Affairs Coordinator

Closing Date: Open Until Filled

Purpose of Classification:

The purpose of this classification is to manage communications and public relations regarding the programs and activities of Superior Court including marketing and promotions, media management, and special events. This classification will provide high-level communications support, including crisis communications, and media management as needed.

Essential Functions:

This job description indicates, in general, the nature and level of work, knowledge, skills, abilities, and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of all activities, duties, or responsibilities. Incumbent may be asked to perform other duties as required.

Develops and implements in coordination with court administrators a comprehensive communications plan to support the mission and objectives of Superior Court; develops communications strategies; reviews internal and external communications to ensure consistent messaging; creates and implements in coordination with court administrators branding initiatives; manages online presence in coordination with webmaster and technical staff; and generates public relations campaigns to support special projects, service changes, and new initiatives within the department.

Manages public relations activities for Superior Court: prepares communications plans for departments, programs and special events; advises departments and County officials regarding media and public relations matters; recommends strategies; provides assistance and guidance to court administration regarding media contacts and interest, publication and image matters; assists with crisis communications, complex problem solving, and provides technical expertise.

Creates print and online content to publicize and promote department programs, facilities, events, or objectives; researches and verifies information; produces and publishes newsletters, calendars, brochures, and flyers; monitors and creates content for social media and department website; takes photographs for use in content; and writes or edits official department announcements, e-mail blasts, press releases, letters, and posts.

Coordinates production of promotional materials with outside vendors; obtains bids; selects vendors; and reviews and approves proofs.

Provides data reporting related to department programs and activities as needed for public relations and promotional materials; compiles data related to program participation, costs, and community feedback; conducts surveys to collect community input; tracks inquiries; and prepares reports.

Processes a variety of documentation associated with department/division operations, within designated time frames and per established procedures; receives and reviews various documentation, reports, meeting minutes, and rough drafts of media content; reviews, completes, processes, forwards or retains as appropriate; prepares or completes various forms, reports, correspondence, and other documentation, including written and visual content, press releases, brochures, posters, flyers, newsletters, and calendars; compiles data for further processing or for use in preparation of department reports; and maintains computerized and/or hard copy records.

Minimum Qualifications:

Bachelor's degree in Public Relations, Communications, Journalism, or related field required; three years of experience in public relations, communications, journalism, community outreach, or a related field; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

Specific License or Certification Required: Valid State of Georgia Driver's License or proof of mobility equivalent may be requested.

Knowledge, Skills, and Abilities: Requires knowledge of principles and practices of public, business or judicial/court administration. All laws, rules, and regulations governing public and court administrative operations. Court practices and procedures. Legal terminology related to court operations. Techniques used to conduct research. A thorough knowledge of fiscal administration, technology management and communications is preferred.

Requires the ability to work with others to coordinate the more complex programs and more complex problems associated with the responsibilities of the job. Often represents the department and/or organization when dealing with others.

Physical Requirements:

Work is typically performed in an office-like environment. May work in high conflict situations and with difficult, sometimes dangerous parties. Positions in this class typically require sitting, standing, walking, fingering, driving, talking, hearing, seeing, and repetitive physical motions.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

To Apply:

Submit letter of interest and resume, including professional references identifying both current and former immediate supervisors to: SC.JOBS@DEKALBCOUNTYGA.GOV. No phone calls please.