

Special Staff Assistant-Unclassified-7020 (Communications Assistant)
Pima County Attorney's Office
Annual Starting Salary: \$35,000 DOE

The Pima County Attorney's Office is seeking a creative, innovative, and energetic Communications Assistant to join our dynamic team. The Communications Assistant will work in a fast-paced environment on exciting projects to provide information about what is happening in our criminal justice system to a variety of audiences, including the general public, our community partners, and hundreds of employees and volunteers.

First screening will begin on March 15, 2019.

Job Description:

The Communications Assistant serves as a member of the County Attorney's Communications Unit and is responsible for assisting in the development of messaging with the technical aspects of electronic posting on internal and external websites on a daily basis, as well as occasionally designing and producing electronic and hard copy publications for dissemination within the office and in the community.

In addition to facilitating electronic and hard copy publishing, the Communications Assistant provides assistance with a wide range of content management and activities including, but not limited to:

- Assisting in the development of content strategy
- Monitoring content initiatives and providing feedback on published content as well as input on proposed content
- Internal link building
- Content distribution
- External link building/relationship management

Required Qualifications:

- Experience with modern web-based technologies and tools
- Experience with the use of social media
- General knowledge of creating and working with video and photo files
- General knowledge of optimization of images, video, and other content for web viewing
- Proficiency in Microsoft Office Suite

Preferred Skills:

- Knowledge of HTML based website maintenance
- Experience working with WordPress
- Experience working with Adobe Creative Cloud Suite, including Illustrator, Photoshop, InDesign, and Dreamweaver
- Experience working with email marketing sites and listservs

Other Requirements:

- Position requires a valid Arizona Driver's License.
- Must pass criminal background check and drug screen.

How To Apply:

Please submit a letter of interest, resume and examples of relevant documents to:

*Pima County Attorney's Office
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