

Oklahoma Department of Corrections  
Unclassified Job Descriptor

## **Communications Specialist**

### **Basic Purpose:**

Positions in this job are responsible for researching, writing, and editing various materials, and presenting information on behalf of the department.

### **Typical Functions:**

- Writes content for publications including but not limited to annual reports, websites, brochures, newsletters, public relations campaigns, and special projects
- Coordinates, plans, and monitors communications on ODOC's social media; works with Director of Communications Director and Public Information Manager to ensure messaging follows ODOC goals and objectives
- Produces and analyzes data on ODOC-related content online and on social media
- Produces a wide variety of information including but not limited to feature stories, videos, podcasts
- Takes photographs for agency media publications and events; helps maintain organization of organization of the Communications Unit's photo files on the server
- Covers department events for social media and website

### **Knowledge, Skills, and Abilities:**

Advanced knowledge of English usage, including grammar and composition; of public relations principles and techniques; of accepted styles for materials released to various media; of media sources and their capabilities; of visual graphics and video techniques; of agency's objectives; and of editing techniques and procedures. Ability to write and edit; to gather and organize pertinent data; to uphold and practice public relations principles and codes of ethics; to deliver informational presentations; to establish and maintain effective working relationships with others; and to communicate effectively, both orally and in writing

### **Education and Experience:**

Statutorily Required: N/A

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Minimum Qualifications: Bachelor's degree in communications or a related field and three (3) years of professional experience in video production; or an equivalent combination of education and experience.

Preferred Qualifications: Bachelor's degree in communications or a related field and five (5) years of professional experience in video production; or an equivalent combination of education and experience.