The Clerk and Recorder's Office handles elections, marriage licenses, motor vehicle and driver's license matters, and the maintenance and management of records for the County. The duties of the Communications Officer focus on developing and executing communication strategies to engage with various audiences to create awareness and inform the public.

**DEADLINE**

If you experience technical difficulty with your application, call NEOGOV technical support at 855-524-5627. Helpful hints: if you are having difficulty uploading or attaching documents to your application, first, ensure your documents are PDF or Microsoft Word files, and second, close the document before you attempt uploading (attaching) it.

**PHYSICAL DEMANDS:**

Occasionally: Activity exists less than 1/3 of the time.

**PRE-EMPLOYMENT ADDITIONAL REQUIREMENTS:**

Any equivalent combination of education and work experience that satisfies the requirements of the job may be considered.

**WORK ENVIRONMENT:**

The following duty statements are illustrative of the essential functions of the job and do not signify the exact duties performed. They are not intended to serve as an exhaustive list of duties and responsibilities associated with this job.

**Knowledge of:**

- Creative skills: Ability to devise communication strategies, including best practices and up-to-date trends.
- A collaborative work style that is able to function effectively under pressure in a deadline-driven environment with a positive can-do attitude.
- A significant element of work involves handling sensitive situations with tact and diplomacy.
- Teamwork
- Fiscal Responsibility
- Effective Communication
- Visionary Thinking
- Excellent Quality

**Skills:**

- Occasional public presentations
- Experience developing and executing strategic marketing and communication plans
- Researches official documents and condenses information into appropriate draft messaging
- Measures and presents results of communication efforts to department leadership and field sponsorship
- Strong knowledge of writing and a proven ability to write in different registers. Strong knowledge of Associated Press style.
- Techniques of communication preparation and design for both print and digital
- Measurements of styles, tools and techniques appropriate to the audience and the nature of the organization
- Organizes events, such as ground-breakings, ribbon cuttings, presentations and educational programs or public presentations
- Writing and producing media, speeches, reports and presentations
- A collaborative work style that is able to function effectively under pressure in a deadline-driven environment with a positive can-do attitude.
- As well as maintaining confidentiality of information.
- A significant element of work involves handling sensitive situations with tact and diplomacy.
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**EXPERIENCE:**

- This is a professional level job within the Communication and Administrative Services Department, the communications department of the County.
- A Bachelor’s Degree in public relations, communications, marketing or closely related field is preferred.
- Experience developing and executing strategic marketing and communication plans.
- Researches official documents and condenses information into appropriate draft messaging.
- Measures and presents results of communication efforts to department leadership and field sponsorship.
- Strong knowledge of writing and a proven ability to write in different registers. Strong knowledge of Associated Press style.
- Techniques of communication preparation and design for both print and digital.
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**HOURS:**

$2,228.00 - $3,353.00 Biweekly

The salary for this position is $2,228.00 - $3,353.00 Biweekly.

**EDUCATION:**

- Please choose the response that best describes your educational background.

- 1. Please choose the response that best describes your educational background.
- 2. How many moving traffic violations have you been cited for in the past two years?
- 3. Please choose the response that best describes your years of experience in public relations,
- 4. Have you demonstrated professional success in the following areas: writing and producing media, speeches, reports and presentations.
- 5. Have you received six or more points within the past twelve months or eight or more points?
- 6. Have you demonstrated professional success in the following areas: writing and producing media, speeches, reports and presentations.
- 7. Have you received six or more points within the past twelve months or eight or more points?
- 8. Have you demonstrated professional success in the following areas: writing and producing media, speeches, reports and presentations.
- 9. Have you received six or more points within the past twelve months or eight or more points?
- 10. Have you demonstrated professional success in the following areas: writing and producing media, speeches, reports and presentations.
- 11. Have you received six or more points within the past twelve months or eight or more points?
- 12. How many moving traffic violations have you been cited for in the past two years?
- 13. Have you received six or more points within the past twelve months or eight or more points?

**CONTACT:**

5334 S. Prince Street

5334 S. Prince Street, 1st Floor

http://agency.governmentjobs.com/arapahoe/default.cfm

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