

WASHINGTON STATE DEPARTMENT OF PERSONNEL

Specification for Class of

PUBLICATIONS SPECIALIST (01300)

**Abolished Initially Effective January 13, 2006**  
**Abolished Final Effective February 10, 2006**

Definition: Compile, edit, and desktop publish draft material to produce departmental publications, presentation materials, reports and/or articles intended for distribution to government agencies and/or the public. Use a variety of computer software and hardware to develop the final product.

Distinguishing Characteristics: This class is distinguished from the word processing, office support and secretarial series by its emphasis on assisting in the development of publications which requires independent judgment in the editing of text and the design and layout of text and graphic images. Keyboarding, data entry and/or clerical duties shall not constitute a major portion of the work.

This class is distinguished from the Graphic Designer series in that Publication Specialists do not have primary responsibility to create original graphic projects but may create computer generated graphic images as part of their desktop publishing duties.

May assist in the establishment and/or maintenance of information on the agency or department web site.

Examples of Work:

Reads, edits, and checks draft material prepared by staff for style, grammar, punctuation, continuity and clarity of expression;

Applies technical knowledge of computer software and hardware to prepare draft material for publication by importing, formatting, merging, and manipulating text and graphic images;

Performs electronic publishing by preparing publications for electronic distribution such as CD-ROM versions and hypertext versions;

Consults with and/or provides advice and suggestions to clients concerning the use and function of various software applications, the revision or treatment of data, text, and graphic images, and turn-around times; provides advice concerning costs and the best methods of producing materials in-house or by the state printer;

Consults with and/or provides basic advice and suggestions to clients regarding publishing information on the Internet;

Consults with Graphic Designers and other professionals in the design and production of projects;

Prepares slides, overheads and other visual aids to support staff presentations;

May coordinate the printing or duplication of materials;

May maintain library of agency or division publications;

Perform related duties as required.

Minimum Qualifications:

Two years of experience using a variety of software and hardware to import, format, merge, and edit text and graphic images.

College training involving major study in graphic arts, communications, journalism, public relations, marketing or closely related field will substitute for up to one year of experience.

Note: Some positions may require keyboarding accurately at a net speed of 50 words per minute or faster.

New Class: 07-01-99 (Merges/incorporates work formerly performed in class 01250, Word Processing Specialist, and class 26250, Editorial Assistant)