



# The Honorable Maryellen O'Shaughnessy

## Franklin County Clerk of Courts

### Internal and External Job Posting

Job Title: Community Relations & Public Information Officer  
Division: Administration  
Manager: Angela Mathews  
Posting ID: 01-ADMIN-21  
Posting Dates: Wednesday, October 27<sup>th</sup>, 2021- Until Filled  
Starting Salary: Commensurate with education and experience  
(Pay Range begins at \$54,454)

#### **Responsibilities and Duties:**

- Represents the Office to the press, public, other offices, and stakeholders by acting as chief office spokesperson. Speaks on behalf of the Office with local/national media.
- Plans, implements, and coordinates community projects and events supporting the mission of the Office.
- Develops and executes the Office's communications strategy under the guidance and approval of the Chief of Staff.
- Fields and directs responses to all media-related inquiries.
- Attends or coordinates community outreach events for the Clerk and other members of the Office.
- Assists in fostering relationships with constituencies and organizations that interact with the Office including, but not limited to, the Columbus Bar Association, the Paralegal Association, and local Auto Dealer Associations.
- Produces, writes, edits, and supervises post-production on Clerk of Courts' generated video content for web, social media, and internal use (e.g., ethics training, office specific tutorials).
- Implements changes to social media and content posting schedule, and platforms as dictated by recommended best practices or by recommendation of the Chief of Staff.

#### **Minimum Qualifications:**

- Bachelor's Degree (B.A.) from four (4) year college or university in Public Relations, Communications, English, Journalism, Political Science; or a related field. Bachelor's Degree (B.A.) from four (4) year college or university in Public Relations, Communications, English, Journalism, Political Science; or a related field; or 4-5 years related experience and/or training; or equivalent combination of education and experience.

#### **Major Worker Characteristics:**

- Must be able to travel to various Clerk of Court divisions or Auto Title offices or attend functions on behalf of the office during non-work hours.
- Knowledge of customer service procedures, public relations, and county government.
- Ability to plan and work independently.
- Ability to create video, web, and graphics content with limited-to-no direction or supervision.
- Knowledge and use of modern graphic design software to create photo/illustration content.
- May be required to move equipment or supplies up to 50 pounds.

**Vaccination is a requirement for employment.**

**Visit our application website to create a user account and submit application at:**

<https://clct.franklincountyohio.gov/employment/>

Healthcare Benefits: Medical, Prescription Drug, Mental Health, Dental, Vision and Life Insurance

Contact: Sonya Thompson Phone: 614-525-4130

Email: [slthomps@franklincountyohio.gov](mailto:slthomps@franklincountyohio.gov)

**EOE**