

MUSKINGUM COUNTY POSITION OPENING ANNOUNCEMENT

DATE: DECEMBER 5, 2023
DEPARTMENT: PROSECUTOR'S OFFICE
POSITION TITLE: PUBLIC INFORMATION OFFICER
STATUS: FULL TIME (35 hours/week)
SALARY RANGE: STARTING MINIMUM \$36,000
COMMENSURATE WITH EXPERIENCE AND QUALIFICATIONS
DEADLINE: DECEMBER 31, 2023
(Applications and/or resumes received or postmarked after deadline will not be considered)

QUALIFICATIONS:

- * Bachelor's Degree in field with an emphasis on statistical and analytical skills. (Mathematics, Finance, Statistics, or Computer Science)
- * Demonstrably advanced computer and database technology skills required; including proficiency with Social Media, Desktop Publishing, Adobe InDesign, Photoshop and Prezi.
- * Knowledge of federal statutes and guidelines, including the Ohio Revised Code and the Ohio Administrative Code.
- * Excellent oral, written and interpersonal communication skills. Interactions include but not limited to media, advocacy groups, citizens, attorneys, judges, school and community leaders, law enforcement, legislators and elected officials.
- * Ability to pass all pre-employment screenings required.

JOB SUMMARY: Responsibilities include an array of tasks involving case data, including data input, data analysis, case tracking, data interpretation and presentation of information. Presentation of information includes grant writing, building and executing a social media plan, web contact, and preparing media releases. Performs public information and public relations tasks. Administers and participates in community outreach education. Plans and coordinates press conferences, media launches and special events. Assists in the development and design of brochures, newsletters and reports for internal and external use. Other duties as assigned.

If interested, send completed Application and Resume via Email to:
Muskingum County Prosecuting Attorney Office
Attn: Sacha Daniels
P.O. Box 189
27 N. 5th Street, Suite 201
Zanesville, Ohio 43702-0189
Email: sldaniels@muskingumcounty.org

EOE

Welcome to the Muskingum County Prosecutor’s Office

About Us:

At the Muskingum County Prosecutor’s Office, we hold high not only our commitment to justice but also our unwavering dedication to our work-family balance. Our team includes 12 accomplished attorneys and 16 dedicated support staff members. We work collaboratively to uphold justice, protect our community, and support each other in all aspects of our professional and personal lives.

Our Values:

1. **Family-Centric Culture:** Family is at the core of who we are. We foster a close-knit, supportive atmosphere where everyone feels like they belong. We understand that life happens, and when special circumstances arise, we offer the grace and flexibility needed to navigate through them.
2. **Balanced Work Environment:** While our work is often high-pressure and fast-paced, we believe in striking a balance. Our work environment provides a welcoming atmosphere where everyone can thrive.
3. **Transparency:** When you join our team, you can expect a clear and transparent explanation of your duties and responsibilities, as well as your path for advancement. We believe that open communication is key to success and personal growth.
4. **Mentorship:** We value the growth and development of our team members. As part of our commitment to mentorship, experienced colleagues are willing and available to provide guidance and support.

Join Us:

If you are passionate about the pursuit of justice, value a supportive work environment, and seek opportunities for personal and professional growth, we invite you to consider joining our close-knit family at the Muskingum County Prosecutor’s Office.