

TEXAS COMMISSION ON LAW ENFORCEMENT

POSITION TITLE: Information Specialist III
SALARY: \$58,000 - \$65,000
CLOSING DATE: Until Filled

DURATION: Full-Time
NUMBER OF OPENINGS: 1

General Description

Performs highly complex (senior-level) informational and communications work. Works under limited supervision, with moderate latitude for the use of initiative and independent judgment.

Examples of Work Performed

Creates and implements a communications strategy to regularly update the agency's stakeholders on operations and new projects.

Serves as editor of *The Briefing*, the agency's quarterly newsletter.

Develops content for and maintains the agency's social media accounts.

Monitors and disseminates media reporting related to TCOLE and its operations to the Commissioners and staff, as appropriate.

Develops informational materials to update stakeholder groups and the Texas Legislature on agency operations.

Assists in planning of the annual Texas Peace Officers' Memorial ceremony.

Assists in planning the annual State of Texas Law Enforcement Achievement Awards ceremony.

Responds to general information inquiries about agency activities.

May assist with responses to legislative inquiries regarding constituent issues.

May prepare talking points or presentations.

Participates in agency programs, conferences, workshops and public hearings.

Performs all related work as assigned.

Experience and Education

Experience in journalism, public relations, public information, communications, media relations, or social media work. Graduation from an accredited four-year college or

university with major coursework in journalism, public relations, advertising, communications, or a related field is generally preferred. Experience and education may be substituted for one another.

Knowledge, Skills and Abilities

Extensive knowledge of agency functions, policies, rules and procedures, preparing informational materials for agency related issues.

Ability to research and prepare information, compose content for the Web, prepare materials related to the goals and priorities of the agency, communicate effectively, and to train others.

Ability to work effectively in team environment.

MILITARY OCCUPATIONAL SPECIALTY CODES can be found at: <http://www.hr.sao.texas.gov/CompensationSystem/JobDescriptions>

VETERAN'S PREFERENCE: If you choose to claim veteran's employment preference including surviving spouse or orphan of a veteran as outlined by the State of Texas, you must attach a DD214 at the time your application is submitted.

FOR NEW HIRES/REHIRES: Health insurance is available the 1st of the following month after a 60-day waiting period.

TO APPLY: Application may be completed at: [Job Search \(taleo.net\)](#)

APPLICATIONS SUBMITTED THROUGH WORK IN TEXAS: Work In Texas (WIT) applicants must complete the supplemental questions to be considered for the posting. To complete the supplemental questions, please go to CAPPs Recruit to register or login and access your profile. Go to CAPPs Recruit to sign in (Link: <https://capps.taleo.net/careersection/407/jobsearch.ftl?lang=en>).

PLEASE NOTE: All applications must contain complete job histories, which include job title, dates of employment, name of employer, supervisor's name and phone number, and a description of duties performed. If this information is not submitted, your application may be rejected because it is incomplete. Resumes do not take the place of this required information. Candidates may be asked to participate in a skills demonstration and/or presentation. Salary is contingent upon qualifications and is subject to salary administration and budgetary restrictions.

- Complete copies of undergraduate and law school transcripts must be furnished to the divisional hiring representative at the time of the interview.
- If you are scheduled for an interview and require any reasonable accommodation in our interview process, please inform the hiring representative who calls you to schedule your interview. Whenever possible, please give the hiring representative sufficient time to consider and respond to your request. Only applicants scheduled for interviews will be contacted.

- *As an equal opportunity employer, we hire without consideration to race, religion, color, national origin, sex, disability, age, or veteran status, unless an applicant is entitled to the veteran's preference.*
- *This position requires the applicant to meet Agency standards and criteria which may include passing a pre-employment background check, prior to being offered employment by the Agency.*