



# POSITION ANNOUNCEMENT

## *Publications Specialist*

ROCIC announces an opening for the position of Publications Specialist. ROCIC offers an excellent benefit package, including medical, vision and dental insurance, a 403(b) retirement program, and life and disability insurance. This is a non-exempt position.



Annual Salary: \$43,251 - ROCIC Salary Table GS 7,1

### QUALIFICATIONS:

Education - Baccalaureate from an accredited college or university with a major in Communications, English, Journalism or a related area of study.

Experience - Proficiency in written and oral communication and language skills, proficiency in organization skills, computers and desktop publishing, ability to work well in a team environment while requiring minimum supervision. Must have a working knowledge of Adobe Creative Suite. Must have experience in web design and content creation.

Skills - Ability to meet deadlines, Writing and use of correct grammar and punctuation, Video-editing, Graphic Design, Editorial Design.

### DUTIES:

Preparation of the ROCIC Criminal Intelligence Bulletin, and special publications, including, but not limited to, writing articles, proofreading, page layout, and infographics for both digital and print format.

Researches, fact-checks, assembles, writes, edits and creates informative materials directed to the law enforcement community.

Manages multiple projects with deadlines.

Produces graphic arts and editorial design projects.

Designs powerful audio/video/digital presentations utilizing the latest presentation technology as needed.

Engages in self-directed study and formal training in communication technologies to maintain and advance proficiency, to include ability to quickly learn new software.

Assists personnel in other departments with special projects as designated by the Analytical Manager.

Subject to law enforcement sensitive and potentially graphic or offensive material.

Responsible for assisting in the goals and objectives of the grant and any other duties or projects assigned by the Analytical Manager.

**Candidate will be subject to:**

- Extensive Background Investigation
- Drug Testing

ROCIC is an organization composed of criminal justice agencies in the southern United States working together to combat multi-jurisdictional criminal activities.

**ROCIC is an equal opportunity employer**

**Interested candidates should submit a letter of intent, resume, and at least one article (minimum of three pages in length) written by the candidate.**

Submit these items to [humanresources@rocic.riss.net](mailto:humanresources@rocic.riss.net) or mail directly to:

**ROCIC  
Attn: Cristal Pierceall  
545 Marriott Drive, Ste 850  
Nashville, TN 37214**