



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: \$44,740 - 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.

Concurrently manage 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 Criminal Intelligence Analytical Manager.

Assists in accomplishing the goals and objectives of ROCIC and any other duties or projects assigned by the Criminal Intelligence Analytical Manager.

Candidate will be subject to:

- Drug Testing
- Extensive Background Investigation
- Law Enforcement sensitive and potentially graphic or offensive material

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

Position is located in Nashville, TN - ROCIC will not pay relocation expenses

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 or mail directly to:

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