

Title: Writer	Effective Date: September 17, 2024	Grade: XIII	Job Category: Professional
Prior Title: Writer	Prior Effective Date: June 24, 2017	Grade: XIII	Page: 1 of 1

CHARACTERISTICS OF WORK

As an integral team member of the Communications Division, the Writer is responsible for producing written content for a range of creative, technical and documentary purposes of the Arkansas Highway Commission and the Arkansas Department of Transportation (ARDOT).

EXAMPLES OF WORK

The following examples are intended only as illustrations of various types of work performed. No attempt is made to be exhaustive. Related, similar, or other logical duties are performed as assigned. The Department may require employees to perform functions beyond those contained in job descriptions. The Department may modify job descriptions based on Department needs. The Arkansas Department of Transportation is an "at will" employer.

- Pitch and write content for the Department’s internal and external publications, including a quarterly magazine and monthly newsletter.
- Contribute to speeches, audio/visual scripts, social media, and other creative content for the Department.
- Assist the Media Communications Manager with writing news releases.
- Work with External Information Coordinator to prepare Department PowerPoint presentations
- Provide audio/visual support during presentations and speeches when necessary.

MINIMUM REQUIREMENTS

Education and experience: The educational equivalent to a bachelor’s degree from an accredited college or university in a field related to the area of responsibility. Work experience in writing, editing and proofreading, social media creation, and PowerPoint.

Knowledge, skills and abilities: Ability to communicate clearly and effectively in both written and verbal formats. Proficient in AP Style. Working knowledge of the Microsoft family of business software products. Knowledge of Adobe Creative Cloud preferred.

Working conditions: Office environment.

Licenses, registrations and certifications: Valid driver’s license.

(“Accredited” means the educational institution or program is accredited by an accrediting organization recognized either by the United States Department of Education or by the Council for Higher Education Accreditation.)