



Public Information Representative

\$4,599.45 - \$6,032.64 Monthly

Application Filing Period: 10/26/15 – 11/2/15 at 11:59 PM PST

Los Angeles Superior Court is seeking dynamic, well-qualified and highly-motivated individuals to fill the position of Public Information Representative.

The significance and appeal of the work of a Public Information Representative is magnified by unique aspects of the Court: as the largest trial court in the nation, and with a location in the heart of the culture production industry, the Los Angeles Superior Court handles more high-profile cases than any court in the nation. The Court is a leader in judicial administration across the nation and in California and thus its communications can have broad impacts on public policy. The Court is one of the largest employers in Los Angeles County: with 4300 employees in 38 locations, strategic internal communications are a challenge and a priority.

Under general supervision, the Public Information Representative supports the mission of the Los Angeles Superior Court by providing strategic and public service communications to external stakeholders (including the media) and to judges and staff; provides technical assistance and logistical assistance to judges and staff in handling high-profile cases, and assists with Court projects.

The Public Information Representative responds to inquiries made on behalf of the general public, media, and/or Court staff and disseminates information related to Court operations in ways that promote public trust and confidence in the judicial branch and the Los Angeles Superior Court. Incumbents must possess excellent written and verbal communication skills to promote the Court's vision, mission, and objectives.

Incumbents must develop an understanding of the Court's strategic communications efforts and of how both internal and external communications contribute to public trust and confidence in the Court. For a detailed job description, please click [here](#).

MINIMUM REQUIREMENTS:

To qualify, you must meet the minimum requirements upon the final filing date of this bulletin:

Graduation from an accredited four-year college or university with a major in marketing, English, public relations, communications, public administration, business administration, or a closely related field –AND– one year of progressively responsible experience in marketing, public relations, communications, public administration, and/or business administration.

No out-of-class experience will be accepted.

Licenses; Certificates; Special Requirements:

A valid California Class C driver's license or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.

Degree Verification: A legible copy of your college diploma -OR- official transcripts with the degree posted from the college or university must be submitted within two weeks from the final filing application date.

Documentation may be submitted as follows:

- As an attachment to your on-line application. Attachment(s) must be in Microsoft Word or PDF format and should not exceed 10 MB; or,
- In person or by mail to the Human Resources Administration office located at 111 N. Hill Street Room 203, Los Angeles, CA 90012.

Please include your first and last name and the examination title on any documents attached to your application. The Court will not accept documents submitted by facsimile transmission, emails or postmarks.

For a list of acceptable accredited institutions or international universities, please visit <http://ope.ed.gov/accreditation>, www.chea.org/search, or <http://whed.net/home.php>.

Foreign studies must be evaluated by an academic credential evaluation agency and deemed to be equivalent to degrees from the United States. For a list of acceptable evaluation agencies, please visit www.naces.org or <http://aice.dharman.net>. Foreign studies submitted without acceptable evaluation will be rejected.

DESIRABLE QUALIFICATIONS:

- Excellent written and oral communication skills
- Fluent in English and Spanish
- Proven experience orchestrating and managing public events
- Proven experience developing and/or writing for publications, white papers, etc.
- Experience working with media, public figures, and/or high profile individuals or groups
- Experience in developing a social media strategy or plan and/or proficiency in using social media
- Public Relations and/or Public Administration experience preferred

EXAMINATION INFORMATION:

Part I: Qualifying evaluation of education, training and experience based upon submitted application materials and supplemental questionnaire. The applicants with the highest qualifications as determined by this evaluation process will be invited to participate in the examination process.

Part II: Written and oral examination, weighted 100%, covering education, experience, and general ability to perform the duties of the position.

APPLICATION AND FILING INFORMATION:

Application may only be filed online. To learn how to apply online, please access the [Online Employment Application Guide](#). Los Angeles Superior Court reserves the right to verify all submitted documentation at the time of appointment. The Court will only consider completed applications submitted, along with the required documents, and will reject incomplete applications. A resume will not substitute for a fully completed employment application. To facilitate the full and proper consideration of your work experience, clearly

specify what professional experience meets the required job qualifications. When listing your work experience, please specify the beginning and end dates for each job you held and describe your experience for each position.

Please provide a current and accurate e-mail address for the Court to communicate with you about this job opportunity. At least 30 days after the closing date on this examination, Human Resources staff will notify all applicants of their application status via e-mail. We recommend that you add info@governmentjobs.com to your e-mail address book to avoid the notification being filtered as spam mail.

Los Angeles Superior Court is an equal opportunity employer. Applicants with disabilities who require reasonable accommodations to participate in the recruitment process can contact the email address provided below. For additional employment information, please click [here](#).

Questions regarding this posting may be e-mailed to hcheng@lacourt.org.

WHAT TO EXPECT NEXT:

We will notify you of the outcome after each step of the recruitment process has been completed. Applicants who successfully pass each and all examination phase(s) will be placed on an eligible list good for one year and other vacancies may be filled using this list.



Applications may be filed online at
www.lacourt.org
OR via the HR computer kiosk at
Los Angeles Superior Court
Human Resources Administration
111 N. Hill Street, Room 203
Los Angeles, CA 90012

Exam # R9806A
Public Information Representative



Public Information Representative Supplemental Questionnaire

- * 1. **INSTRUCTIONS FOR ONLINE APPLICATIONS:** Only Online Applications will be accepted. The information you provide on this supplemental questionnaire will be evaluated and used to determine your eligibility to participate in the next phase of the examination process. Please be as specific as possible and include all information as requested. A resume, or a reference to "see attached resume" will not be accepted in lieu of the questionnaire. Incomplete responses, false statements, omission of a material fact or partial information, can result in disqualification from the examination process.
 I acknowledge I read and understood the above instructions.
- * 2. Are you fluent in another language other than English? If you answer yes, please list the other language(s), other than English, that you are fluent in.
- * 3. Please describe your experience orchestrating and managing public events. If not applicable, indicate NA. Please use this format to describe your experience: •Name of the employer(s) •Department/unit •Dates of employment •Number of hours worked per week •Describe the specific duties and level of responsibility and/or training that supports your response
- * 4. Please list your publications along with the dates they were published. If not applicable, indicate NA. Please use this format to describe your experience: •Name of the employer(s) •Department/unit •Dates of employment •Number of hours worked per week •Describe the content of your publication(s) that supports your response
- * 5. Please describe your experience working with the media, public figure, and high profile individuals or groups. If not applicable, indicate NA. Please use this format to describe your experience: •Name of the employer(s) •Department/unit •Dates of employment •Number of hours worked per week •Describe the specific duties and level of responsibility and/or training that supports your response
- * 6. Please describe your professional experience developing a social media strategy or plan and or using social media and list the different social media outlets you utilized. If not applicable, indicate NA. Please use this format to describe your experience: •Name of the employer

(s) •Department/unit •Dates of employment •Number of hours worked per week •Describe the specific duties and level of responsibility and/or training that supports your response

* 7. Do you have experience in Public Relations or Public Administration?

Yes

No

* 8. Please support your response to question #7. If not applicable, indicate NA. Please use the following format: •Name of the employer (s) •Department/unit •Dates of employment •Number of hours worked per week •Describe the specific duties and level of responsibility and/or training that supports your response

* Required Question