

**TEXAS COMMISSION ON LAW ENFORCEMENT  
STATE AGENCY – JOB VACANCY NOTICE**

**JOB LISTING NO:** 15-02  
**SALARY RANGE:** from \$40,000  
**POSITION TITLE:** Information Specialist II  
**LOCATION:** TCOLE Headquarters, Austin TX

**CLOSING DATE:** until filled  
**DURATION:** Regular Full-time  
**CLASS NO.:** 1831  
**NUMBER OF OPENINGS:** 1

**GENERAL DESCRIPTION:**

Performs moderately complex (journey-level) informational and educational work. Work involves collecting and preparing information to design and produce programs and materials for release to news media and for use by the agency, the public, and other agencies. May train others. Works under general supervision, with limited latitude for the use of initiative and independent judgment.

**ESSENTIAL DUTIES:**

Serves as the primary point of contact for public information requests as Public Information Coordinator and Records Management Officer.

Reviews requests for information and works with internal staff to coordinate a timely and accurate response.

Works with the Director of Government Relations to coordinate the preparation and distribution of organizational publications, news releases, and legislative information.

Ensures the completeness and accuracy of printed and online materials.

Files monthly public information reports with the Office of the Attorney General and agency administrators.

Interprets and explains rules, regulations, policies, and procedures for public information and agency record retention schedule, and makes recommendations as appropriate.

Coordinates and evaluates filing, record-keeping, and records management systems.

May provide assistance answering and routing phone calls to the appropriate staff and/or taking messages.

Works with the Office of General Counsel to ensure proper handling of sensitive information responsive to public information requests.

Performs legal assistant duties as assigned.

Oversees Expunction Orders submitted to agency for compliance.

Serves as the primary agency liaison for annual law enforcement achievement awards, working with law enforcement agencies, award judges, and TCOLE commissioners.

Coordinates annual law enforcement achievement award ceremony.

Prepares summaries of all achievement award nominees and the events leading up to their nomination.

Prepare notification of those selected and not selected to receive achievement awards.

Performs related work as assigned.

## **QUALIFICATIONS:**

- **Education-** Graduation from an accredited four (4) year college or university with major course work in government, communication or a related field preferred.
- **Experience-** Two (2) years full time work experience in Texas open records laws or legal work required.
- **Workplace knowledge-** Knowledge of agency functions, policies, and procedures; of public information laws; of news and communication media; and of editing and preparing informational material.
- **Research knowledge-** Ability to conduct research on a wide variety of subjects.
- **Computer skills-** Proficient with personal computers and various software: e.g. email, spreadsheets, word processing, databases, modern business office practices.
- **Organizational skills-** Ability to multi-task and prioritize in a high-stress, fast paced, multi-demand environment, and the ability to make sound work-related judgments and decisions. Ability to understand and effectively apply complex oral and written instructions and procedures. Skill in understanding and processing information.
- **Communication skills-** Excellent oral and written communication skills to include complex correspondence drafting, English composition, grammar, punctuation, and spelling. Ability to present information to diverse groups. Ability to make quick and accurate judgment calls regarding the need to provide information to various customers. Ability to generate complex reports, presentations, graphs, charts, forms, or new databases. Ability to translate information pertaining to agency programs into lay terminology. Ability to train others.
- **Interpersonal skills-** Must exercise excellent interpersonal skills- position continually requires demonstrated poise, tact, diplomacy, and an ability to establish and maintain effective working/professional relationships with external and internal customers.
- **Work schedule-** Ability to occasionally work extended hours under conditions of emotional stress.
- **Confidentiality-** Must be able to responsibly handle sensitive and confidential information and situations.
- **Travel-** May be required to travel on occasion.

## **APPLICATION PROCESS:**

Apply at <http://www.workintexas.com>. Resumes are not required but may be submitted before the closing date via mail, fax, or personal delivery to the **Texas Commission on Law Enforcement, 6330 E Highway 290 STE 200, Austin, Texas 78723-1035, Fax: (512) 475-4623.** The Commission is an Equal Opportunity Employment Agency. Applications received after the closing date will not be considered.