



Missouri House of Representatives
EMPLOYMENT OPPORTUNITY ANNOUNCEMENT

TITLE: Publications Specialist I/II

LOCATION: Missouri House of Representatives
House Operations Division/Publications Office
Missouri State Capitol Building
Jefferson City, MO

STARTING SALARY RANGE: Starting salary range for the position begins at \$2,750 per month; however, actual starting salary commensurate with applicable education and experience

DESCRIPTION: The Publications Specialist is a desktop publishing position in the Operations Division, Publications Office of the Missouri House of Representatives. This non-partisan staff position is full time and is eligible for Missouri state employee benefits.

RESPONSIBILITIES: The Publications Specialist position is responsible for reviewing and editing written and electronic materials and official House documents for accurate grammatical and technical composition; preparing proof copies and other miscellaneous jobs; and assisting with other publications related duties as assigned.

QUALIFICATIONS: Position requires advanced knowledge of the English language, punctuation, grammar and spelling; excellent proofing and editing skills; computer skills with proficiency in word processing, database, and desktop publishing software. Knowledge of Corel, WordPerfect, Photoshop, Microsoft Office Suite and Adobe InDesign is preferred. Position also requires excellent organization skills, the ability to communicate effectively, work under pressure to meet deadlines, focus on details, and establish and maintain effective working relationships. Applicants must be available to work evenings, if needed. High school graduate or equivalent and 60 college credits or related experience required.

APPLICATION PROCESS: This position will remain open until filled. Please send resume, application and letter of interest to the MO House of Representatives, Administration Division, State Capitol Building, Room B22, 201 W. Capitol Avenue, Jefferson City, MO 65101, Attention: Publications Specialist. Documents may also be submitted electronically to househr@house.mo.gov. Additional information and the House Application for Employment may be found on the House website at www.house.mo.gov or by contacting the House Administration Division at 573.522.6855.

EQUAL OPPORTUNITY STATEMENT: The Missouri House of Representatives is an equal opportunity employer. All qualified applicants will be considered for employment without regard to race, color, national origin, religion, sex, disability status, age, or other non-merit factor.