

COUNTY OF COOK

Bureau of Human Resources
118 North Clark St. Rm. 840
Chicago, Illinois 60602



Job Code: 9139
Salary Grade: 23
FLSA: EXEMPT

STANDARD JOB DESCRIPTION

Deputy of Communications *(Office of the Public Defender)*

Job Summary:

At the direction of the Public Defender and the Chief of Staff, the Deputy of Communications is responsible for the overall management and development of communications on behalf of the Office. Drafts and reviews internal and/or external communications. Develops communication strategies to provide information to Public Defender staff, elected officials, stakeholders, members of the press and other media outlets regarding the Public Defender's priorities, initiatives, policies, programs, goals and mission. Coordinates the release of media communications and press releases. Works directly with the Public Defender and Chief of Staff to authorize any quotes or statements to be issued on behalf of the Public Defender or his/her designee. Drafts various communications including newsletters, resolutions, press releases, op-eds, proclamations, pamphlets or other communication materials as directed; responds to media inquiries and coordinates the flow of information to outside sources, including media personnel, social media posts and other forms of public communication.

Key Responsibilities and Duties:

Represents the Public Defender or his/her designee before the media; coordinates media access to the Public Defender and his/her designee.

Participates in confidential discussions with the Public Defender and other executive staff members to respond to media and public inquiries or to address communication issues regarding Public Defender programs, policies, initiatives, etc.

Works with the Public Defender and Chief of Staff to develop strategies for internal and/or public dissemination of information regarding Public Defender directives, policies and procedures.

Prepares press releases and responds to media questions, in consultation with the Public Defender and Chief of Staff.

Assists Office staff in responding to media inquiries concerning specific cases or other issues impacting the Office's mission and/or Office personnel.

Develops and maintains a media and communications strategy that balances the constitutional

rights of the indigent accused against the right of the press to access the courts, and free speech.

Assists in the development of communications responsive to proposed legislation, resolutions or other proposals of the Cook County Board of Commissioners, Chicago City Council, Illinois General Assembly or other public entities.

Compiles, manages and maintains a record of press clippings, photos, press releases, and speeches for ease of reference.

Assists in preparing the Public Defender or his/her designee to participate in interviews, panel discussion and other public speaking engagements; anticipates potential questions and assists in gathering and preparing documentation and appropriate responses for the press, media, or other internal and external inquiries.

Assists in the development of the overall communications strategy for the Office, including the development of communication goals and objectives.

Assist in the development of training materials for Public Defender staff on media and communications.

Minimum Qualifications:

- Graduation from an accredited college or university with a bachelor's degree; and
- Five (5) years of professional work experience in communications or public relations; and
- Experience communicating via various forms of traditional and social media

Preferred Qualifications:

- Graduation from an accredited college or university with a bachelor's degree; and
- Five (5) years of professional work experience in media and/or public relations in government policy, criminal justice or juvenile justice or related public policy field and;
- Bilingual in Spanish and English

Knowledge, Skills, Abilities and Other Characteristics:

Ability to call, manage and attend press briefings for the Public Defender or his/her designee.

Knowledge of public relations and proper rhetoric and knowledge of the press and media.

Skill in speech writing and composing material for public release or presentation, including advisory communications.

Good oral and writing skills; ability to formulate clear and concise language; excellent communication skills;

Ability to handle sensitive public relations matters.

Ability to develop a media strategy that balances the constitutional rights of the indigent accused against the right of the press to access the courts, and free speech.

Possess excellent writing and editing skills.

Proficient in Microsoft Word, Excel, Power Point and working with cloud-based computer systems.

Ability to travel to work assignments, for which the employee may provide his or her own adequate means of transportation.

Physical Requirements

Sedentary Work

Sedentary Work involves exerting up to 10 pounds of force occasionally or a negligible amount of force frequently to lift, carry, push, pull, or otherwise move objects. Sedentary work involves sitting most of the time but may involve walking or standing for brief periods of time.

The duties listed are not set forth for purposes of limiting the assignment of work. They are not to be construed as a complete list of the many duties normally to be performed under a job title or those to be performed temporarily outside an employee's normal line of work.