JOB TITLE: Communications Analyst
LOCATION: San Francisco
JOB OPENING #: 5244

OVERVIEW
The Judicial Council of California is accepting applications for the position of Communications Analyst with the Public Affairs Office.

The Public Affairs Team is looking to add a talented writer and communicator with a commitment to a career in public service. The Team is responsible for the California Courts Newsroom, social media channels, and judicial branch information channels. Services range from creating news stories, digital content, and media relations, to supporting outreach initiatives, internal communications, and leadership activities. Clients include the Chief Justice of California, Judicial Council of California, Supreme Court of California, California Courts of Appeal, and the Superior Courts of California. The office is also tasked with providing news and information to our sister branches of government, justice system partners, and the public. Key goals of the office are creating understanding and sharing information about the judicial branch of government and improving public trust and confidence in the judiciary.

The Judicial Council strives for work life balance and includes substantial vacation and holiday time. In addition, we offer an excellent benefits package including pension, medical, dental and vision coverage, flexible spending, $130 monthly stipend towards public transit commuting costs, and retirement savings plans. The office is only a 7-minute walk from the Civic Center BART station in downtown San Francisco.

The successful candidate will be expected to work in the San Francisco office.

RESPONSIBILITIES

- Researches and drafts a wide range of written communications (including news releases, advisories, features, profiles, captions, quotes, remarks, and backgrounders) for a variety of clients.
- Publishes written and digital content to the California Courts Newsroom and related web properties (using the Drupal Platform) and to social media channels and eNewsletters.
- Creates multimedia content (photos, infographics, videos, and audio) to the Newsroom, eNewsletters, and social media channels.
- Contributes story ideas and content to Editorial Calendar to ensure regular ongoing communications to key stakeholders.
- Supports the Civic Learning Initiative and the work of the Power of Democracy Steering Committee.
- Performs communication measurement, evaluation, tracking, and reporting for clients and programs implemented by the office.
MINIMUM QUALIFICATIONS
Bachelor's degree, and three (3) years of professional experience in media relations, public information or public relations, along with electronic communications experience (web-based and social media). An additional four years of professional experience as noted above may substitute for the bachelor’s degree. Or, additional directly related experience and/or education may be substituted on a year-for-year basis.

OR

Master's degree in communications, public relations, or public affairs, or other directly related field.

OR

Two years as an Associate Analyst with the Judicial Council of California performing communications-related duties or two years of experience performing the duties of a class comparable in the level of responsibility to that of an Associate Analyst in a California Superior Court or California state-level government entity.

OTHER
- Please note: if you are selected for hire, verification of employment eligibility or authorization to work in the United States will be required.
- Beginning July 1, 2020, Judicial Council employees are required to participate in the one day per month Mandatory Furlough Program.

HOW TO APPLY
To ensure consideration of your application for the earliest round of interviews, please apply by 5:00 P.M. on September 29, 2020. This position requires the submission of our official application, a resume and a response to the supplemental questions.

To complete an online application, please visit http://www.courts.ca.gov/careers.htm and search for JO#5244.

The Judicial Council provides reasonable accommodation to applicants with disabilities who request such accommodation. Reasonable accommodation needs should be requested through Human Resources at (415) 865-4260. Telecommunications Device for the Deaf (415) 865-4272.

PAYMENT & BENEFITS
$6,389 - $9,583 per month
(Starting Salary: $6,389 per month)

Some highlights of our benefits package include:
- Health/Dental/Vision benefits program
- 13 paid holidays per calendar year
- Choice of Annual Leave or Sick/Vacation Leave
- 1 personal holiday per year
- $130 transit pass subsidy per month
- CalPERS Retirement Plan
- 401(k) and 457 deferred compensation plans
- Employee Assistance Program
- Basic Life and AD&D Insurance
- FlexElect Program
- Pretax Parking
- Long Term Disability Program (employee paid/optional)
- Group Legal Plan (employee paid/optional)
Supplemental Questions For
Communications Analyst, JO#5244

To better assess the qualifications of each applicant, please provide a response to the following requests:

1. Please provide writing samples/examples/portfolio of your work that demonstrate your range of writing skills, communications abilities, and experience.