

Job Description and Standards of Performance

<u>Position Title:</u> Clerk II	<u>Affiliation:</u> PNG
<i>Specialization: News Department Clerk</i>	
<u>Department:</u> Editorial	<u>Department #:</u>
<u>Date Updated:</u> 4/30/07	<u>Updated by:</u> Crider/Porter
	<u>Job Code #:</u> 42N023

Position Purpose/Objective:

A Clerk II supporting the news department produces packages of data and other supporting content and provides direct support to news and editorial departments as needed. The supporting content broadens the news, information and entertainment product with accurate and timely information. Writes, re-writes and reassembles information following newsroom style and policies and deals with details on a daily basis.

All core duties are listed before supporting duties. The relative importance of duties relates to the anticipated impact of that duty to the business, department, customer, and/or product.

Position Duties	Meets Expectations When:
Processes community items of interest—such as calendars, listings, and press releases as well as writes brief items about news and sports events accurately and on-time. Selects visual enhancements for listings and other content. CORE	Items of community interest appear as content that is accurate, timely and concise while retaining all the essential information. Content follows newsroom style and policies. Grammar and spelling are correct. Material is efficiently collected and prepared for publication. Deadlines are prioritized and met.
Communicates with public via phone, e-mail, etc., and in person to take information from sources – writing that information up into brief items when required – takes messages for newsroom personnel, verifies letters to the editor and answer other questions. CORE	Questions are answered in a timely, professional, and courteous manner. Information taken over the phone and written into brief items is accurate and conforms to style quality standards. Voice and e-mail are checked regularly and messages are returned quickly.
Provides support to the news department with duties that include but are not limited to: ordering supplies, producing daily budgets, listings, reader-call-in transcriptions, and blurbs. CORE	Information packages follow newsroom style and policies, are accurate, and meet all deadlines.

Portland Press Herald
Est. 1862
Maine Sunday Telegram

Meets assigned deadlines. CORE	All items with deadlines are ready by the assigned times. Problems with items do not delay production. Works ahead when time allows, preparing for busier weeks/holidays
Responsible for accuracy of daily listings. CORE	Items are not duplicated. Listings are correct, current and follow guidelines.
Newsroom correspondence. SUPPORTING	Messages are sorted and distributed to appropriate people. Communication devices are checked regularly with notices distributed and repairs reported. Syndicate and other packaged content is processed weekly.
Understands and effectively uses technology, seeing to the care and upkeep of office and machinery as assigned. SUPPORTING	Works with formats and uses functions available to streamline processes. Effectively uses library archives. Equipment is maintained, with problems reported promptly.
Understands and uses the Newsroom Policy Manual, all applicable stylebooks and the INFORM newsclerk manual. Demonstrates knowledge of libel and privacy law. SUPPORTING	Copy follows correct style and procedures. Updates INFORM manual as procedures change.
Other related duties as assigned. SUPPORTING	Additional duties are performed on time and in a satisfactory manner.

This position reports to:
 Various editors

Required Education and/or Experience/Knowledge:

High school education is required with a strong knowledge of grammar and spelling. Communications background is helpful.

Required Skills:

Typing speed of 45 wpm. Demonstrated ability to work with and adapt to applicable software. Strong vocabulary, spelling and use of English grammar required. Good interpersonal skills, and ability to tactfully acquire information and create a good impression; an understanding of and appreciation for the demands of ethical decision-making.