

NEWS REPORTER

DEFINITION: Under general supervision, performs work of moderate difficulty in collecting and analyzing information for news stories and photo captions about news events or follow up on special news events for publication; performs related work as assigned.

ESSENTIAL FUNCTIONS: This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.

TASKS:

Receives and/or develops assignments; evaluates newsworthy story ideas; writes or re-writes news stories or stories of special or civic interest; speaks to various special interest groups including school children; gathers and verifies information regarding special or civic interest stories through interview, observation, and research; takes photographs to illustrate stories.

Organizes material, determines slant or emphasis, and writes story according to prescribed editorial style and format standards; compiles and incorporates supplemental material and background information from a range of sources, such as files, reference libraries, and/or individual knowledgeable sources, as appropriate.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:

Knowledge of journalism principles and techniques.

Knowledge of editorial and ethical standards for the research and development of journalistic articles and/or presentations.

Knowledge of printing procedures.

Knowledge of journalistic research, methods and techniques.

Skill in evaluating and editing the content, structure, and format of a range of written material.

Skill in developing design and layout of materials to be published.

Skill in the use of library and other research resources.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT: Work involves a minimum of physical effort in an office setting.

MINIMUM QUALIFICATIONS: A Bachelor's degree in Communication or Journalism, or closely related field; and two (2) years experience in journalistic articles and presentations; or an equivalent combination of education, training, and experience which provides the capabilities to perform the described duties. A valid state driver's license and a valid Navajo Nation Vehicle Operator's Permit may be required.

Depending upon the needs of the Nation, some incumbents of the class may be required to demonstrate fluency in both the Navajo and English languages as a condition of employment.