Writer

University of California, Los Angeles
May, 1972

Class Specifications - D.10
Senior Writer - 7703
Writer - 7704
Assistant Writer - 7705

SERIES CONCEPT

Writers perform writing and editing duties in the preparation of informational materials for the press, broadcasting media, and University publications; and perform other related duties as required.

Writers interview members of the faculty and of extension and research staffs to obtain information; read, evaluate, and abstract articles, booklets, and other material; write and disseminate news releases; write radio and T.V. narratives; prepare copy for informational material, mail circulars, or catalogs; read extensively to acquire background for writing projects; may assist in research and writing of reports, articles, and monographs; may write grant applications; and may edit copy and manuscript for form and content and examine galley and page proofs.

CLASS CONCEPTS

Senior Writer

Under general supervision, incumbents perform work of considerable difficulty and responsibility (1) in the writing of news releases, radio/T.V. scripts, and other types of informational materials, and/or (2) in the writing and editing of reports, articles, monographs, grant applications, and/or advertising copy.

Examples of assignments allocated to this level of difficulty and responsibility are:
Information writer in the campus Office of Public Affairs, with responsibility for preparing and disseminating, to the communications media, news and feature articles on research, teaching programs, faculty appointments, special events, and student and administrative activities and programs, as assigned.

Sports information writer in the campus Department of Intercollegiate Athletics, with responsibility for gathering and disseminating, to the communications media and to other colleges, news and feature articles on intercollegiate sports teams and events.

Program publicity writer responsible for writing and distributing feature articles and publicity for educational programs, books, and the theater.

Research program writer in a large research activity responsible for writing, editing, and disseminating new releases and reports of research activities.

The Senior Writer, although partially responsible in some cases for training and reviewing work of writers at a lower level and of clerical staff, is not essentially a supervisory class. Factors which distinguish the
Senior Writer from the Writer are (1) degree of supervision received; (2) responsibility for initiating and expanding the scope of news coverage; (3) responsibility for liaison with media representatives and information sources; and (4) degree of authority to make independent judgments on newsworthy materials and to make commitments of manpower to writing efforts.

**Writer**

Under supervision, incumbents perform journeyman work of average difficulty in the writing and editing of informational materials as described in the Series Concept. The majority of time is devoted to routine writing tasks, performed within well-established guidelines, with supervisory review of written materials before release or publication. Out-of-the-ordinary assignments are subject to supervisory-direction, before final commitments are made to provide writing of stories and events and to obligate manpower to writing efforts.

**Assistant Writer**

Under close supervision and in a trainee capacity, incumbents assist in writing and editing informational materials, such as described in the Series Concept.

**NOTE:** In the absence of the writing duties outlined in the Series Concept, positions responsible for editing grammar, spelling, and punctuation and/or limited rewriting to improve syntax are to be classified in the Clerical Administrative Series.

**MINIMUM QUALIFICATIONS**

**Senior Writer**

Graduation from college with a major in journalism, communications, or another subject area related to writing, and professional writing ability demonstrated by at least two years of professional writing experience; or an equivalent combination of education and experience.

**Writer**

Graduation from college with a major in journalism, communications, or another subject area related to writing, and professional writing ability demonstrated by at least one year of professional writing experience; or an equivalent combination of education and experience.

**Assistant Writer**

Graduation from college with a major in journalism, communications, or another subject area related to writing, and demonstrated writing ability; or an equivalent combination of education and experience.