



Michael Watson

SECRETARY OF STATE

Secretary of State's Office Publications Division Publications Coordinator

RESPONSIBILITIES:

- Produce and/or compile content for annual and periodic publications, including statutorily required publications. Examples: Mississippi Blue Book, General Laws, Local and Private Laws, House Journals, Senate Journals, etc. [Click here to view SOS publications.](#)
 - Coordinate and communicate with state, county, and city agencies/officials to compile publications content and data.
 - Review content including fact-checking, proofreading, and copy editing
 - Input information electronically into databases and desktop publish/typeset document for camera-ready submission to printer.
 - Work with awarded vendor(s) on proofing, production, and delivery/mailing for each publication; meet with vendors on an as-needed basis.
 - Review invoices from various vendors to ensure accuracy following product delivery.
 - Manage subscription lists for all SOS publications.
- Manage the Legislative Enrolled Bills process, ensuring the following:
 - Chapter numbers are correctly assigned
 - Legislative bills are correctly entered into Legislative Budget Office databases
 - Legislative bills are scanned into PDF files and disseminated appropriately to various entities
 - Oversee the production of transforming legislative bills into the General Laws & Local and Private Laws publication.
- Track appointments to state agencies, boards, and commissions in order to produce commission certificates issued by the Governor (or other appointing agencies).
- Produce elections commissions certificates after each election or appointment of an elected official.
- Develop and produce other agency publications, promotional materials, mass-mailings, and other various print needs.
- Assist the Assistant Secretary of State for Communications & Publications as needed.

PREFERRED QUALIFICATIONS:

- Proficient in Adobe Indesign or other design program
- Experience in project management
- Attention to detail and organization
- Ability to meet deadlines
- Excellent written and verbal communication skills
- Ability to work in a team environment