



# PUBLIC AFFAIRS OFFICER

District Attorney's Office

Anticipated Hiring Range: \$100,000 - \$120,000 Annually

*Excellent Benefits*

[SanDiegoCounty.gov](http://SanDiegoCounty.gov)



# The Position

The County of San Diego is currently recruiting for a junior level Public Affairs Officer (PAO) for the District Attorney's Office. The PAO will be a storyteller for the DA's Office, shaping how its work is understood through compelling video production, dynamic social media content, timely news releases, and clear, engaging written materials. This role assists with publicity and media activities, responds to media requests and public information inquiries, coordinates social media strategy, assists with media training, and produces and designs correspondence and other outreach materials that reflect the mission of the DA's Office. This position places strong emphasis on community relations and building public trust by highlighting the real-world impact of the work of the DA's Office. As one of several ambassadors for the department, the PAO serves as a key liaison, nurturing relationships among staff, community groups, individuals, and the District Attorney's Office. This position works onsite in downtown San Diego and will often travel to other locations in the county.



## Ideal Candidate

The ideal candidate will possess excellent interpersonal skills, values collaboration, and thrive in an environment of multiple stakeholder priorities. Professional history will demonstrate the following leadership competencies, attributes, and experience:

- Possess a minimum of 2 years professional experience
- Expertise in video production, including expertise using Adobe Premier Pro (Adobe Cloud Suite)
- Expertise posting/streaming on various Social Media platforms (e.g., Instagram, YouTube, X, Facebook, LinkedIn, etc.)
- Possess excellent written and verbal communication skills
- Ability to regularly work outside normal business hours (early morning, evenings, and weekends) to cover events
- Experience assisting with communication efforts, including information gathering and dissemination, media interviews, press conference preparation, proactively confronting misinformation by rapidly responding with factual statements, and efficient coordination with other agencies
- Possess experience working with governmental/public agencies such as a public affairs and/or communications representative
- Ability to work in a fast-paced large governmental organization and successfully handle multiple priorities and projects with strict deadlines
- Ability to effectively support staff in presenting clear, accurate and applicable information to diverse stakeholders, including drafting speeches, talking points for senior executives, news releases and departmental responses to media outlets
- Ability to work independently, exercise due diligence when researching inquiries and demonstrates appropriate judgment in answering questions and releasing information
- Possess a valid driver's license



# Minimum Qualifications



## **Applicants Must Possess The Following:**

A bachelor's degree from an accredited U.S. college or university, or a certified foreign studies equivalency, in journalism, communications, marketing, public relations, or a closely related field; AND extensive experience in the implementation of a public relations program, which included responsibility for internal and external information services (e.g., broadcasting, journalism or multi-media communications) is highly desirable.

## **Other highly desirable qualifications include the following:**

- Fluent in Spanish (both written and verbal)
- Marketing background
- Journalism background

## Office Of The District Attorney

Under the leadership of District Attorney Summer Stephan, the San Diego County District Attorney's Office is responsible for prosecuting felony crimes committed in the county. It also prosecutes misdemeanor offenses that occur outside the City of San Diego. Each year, the more than 300 prosecutors in the DA's Office file about 40,000 criminal cases on behalf of the county's 3.3 million residents. The mission of the District Attorney's Office is to pursue fair and equal justice for all and to build safe neighborhoods in partnership with the communities we serve, by ethically prosecuting those who commit crime, protecting victims, and preventing future harm. More than 1,000 DA employees work across 22 divisions, branch offices, special units, family justice centers, and a community center, each carrying out specialized work on behalf of the people of San Diego County.



# Salary & Benefits

## Compensation

Anticipated hiring range: \$100,000 to \$120,000 annually. Annual salary reviews are performance based and goal oriented. Other benefits include:

## Benefits

- 15 days of paid vacation, 12 paid holidays, 2 paid floating holidays, 13 days of paid sick leave, 10 days of executive time-off, and a total of 3 days of paid emergency child and/or older adult care leave per year
- Medical, dental, and vision plans
- Disability Insurance, Life Insurance, and Accidental Death / Dismemberment Insurance
- Defined benefit retirement program
- Flexible Management Benefit Package – a monthly credit may be used to select benefits from a group of options
- Reciprocity with other governmental retirement systems may be granted; for additional information, visit the **San Diego County Employees Retirement Association**
- Deferred Compensation Program 457 and 401(a) plans
- May be eligible for a relocation allowance up to \$15,000

## Application Process And Recruitment Schedule

1. Complete the online application at [www.sandiegocounty.gov/hr](http://www.sandiegocounty.gov/hr); select Current Job Postings, Job Number 26033702U
2. Attach your résumé and cover letter.
3. Attach a document with links to videos that you have produced/created (e.g., social media videos).
4. Attach a professional writing sample.
5. Attach a copy of your college degree, final transcripts or foreign studies equivalency certificate (if education was obtained outside of the U.S.)

### Key Dates:

- Resume Review: Week of April 27, 2026
- Interviews: Week of May 18, 2026
- Expected Start Date: July/August 2026

The Department of Human Resources removes personally identifiable information from all recruitments. This practice, called Blind Applicant Screening, hides a candidate's personal information that could influence or bias a hiring decision. Personal information includes name, phone number, address, gender, age and race. This process helps contribute to a fair and equitable selection process leading to a more diverse and inclusive workforce.

The most highly qualified candidates, based on the evaluation results, will be referred for an interview. Be sure to include your experience in meeting the minimum requirements in the Work Experience section of the Application. Resumes will not be accepted in lieu of the application Work History.

## Contact Information

You may direct any questions regarding the application and selection process to Bryan Faircloth, Executive Recruiter, Department of Human Resources at [Bryan.Faircloth@sdcounty.ca.gov](mailto:Bryan.Faircloth@sdcounty.ca.gov).

