



Michael Watson
SECRETARY OF STATE

**Secretary of State's Office
Publications Division
Publications Coordinator**

- Produce and/or compile content for annual 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.
 - Gather information from various sources for the different publications, which includes 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.
- Develop and produce other agency publications, promotional materials, mass-mailings, and other various print needs.
- 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.
- Assist the Assistant Secretary of State for Publications as needed.
- Note: must be proficient in Adobe Indesign