JOB TITLE:	ASSISTANT EDITORIAL
DIVISION	COMMUNICATIONS AND COMMUNITY RELATIONS
SALARY SCHEDULE/GRADE:	IA, GRADE 9
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8003
BARGAINING UNIT:	CLAR

NEW: 07/01/2019

Submitted: 06/11/2019

SCOPE OF RESPONSIBILITIES
Reviews documents to ensure absence of all errors including errors in standard American English grammar/usage, spelling, and diction, as well as errors in dates, type size and font, and content. Serves as a reader of mechanics to improve format, design, and readability for the purpose of high quality, finished products, and an efficient workflow.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA
Proofreads materials accepted for publication and verifies accuracy of grammar/usage according to content of material
Proofreads word-processed/printed copy for clarity and accuracy and is able to work on deadline and under pressure and to adjust to an uneven workflow
Consults with editor and graphic designers concerning questions of content and format in printed materials
Follows directions of editors and director of unit in various aspects of proofreading and is able to work independently and cooperatively within the Editing Department and among all Materials Production departments
Assists in the print room and in word processing and with the distribution of materials as assigned
Uses dictionaries, style manuals, handbooks, and various other sources – a multitude of retrieval sources – to ensure accuracy of content
Contacts customers, as necessary, to request information or clarification of document content
Enters corrections to documents as necessary
Works overtime hours as necessary
Completes all trainings and other compliance requirements as assigned and by the designated deadline
Performs other duties as assigned by supervisor

PHYSICAL DEMANDS
The work is primarily sedentary. The work requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, squatting, reaching with the ability to lift, carry, push or pull medium weights. The work requires being around moving machinery, exposure to marked changes in temperature and humidity, driving automotive equipment, and exposure to dust, fumes, and gases.

MINIMUM QUALIFICATIONS
Bachelor's degree in English or Journalism
Expertise in the use of standard English form and usage
Ability to use retrieval sources independently
Ability to organize and take direction
Ability to use standard proofreaders' marks
Ability to work with computers and word processing software

Effective communication skills

DESIRABLE QUALIFICATIONS
Familiarity with District policies, publications, style, etc.
Experience in a diverse workplace