



NEW:  
07/01/2012

JOB TITLE:	EDITORIAL ASSISTANT
DIVISION	COMMUNICATIONS AND COMMUNITY RELATIONS
SALARY SCHEDULE/GRADE:	IA, GRADE 9
WORK YEAR:	260 DAYS
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8003
BARGAINING UNIT:	CLAR

**SCOPE OF RESPONSIBILITIES**

Reviews manuscripts 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 typed/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
- Is able to work overtime hours as necessary
- 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.