



REVISED: 07/01/2024  
Submitted: 03/26/2024

JOB TITLE:	ASSISTANT EDITORIAL
DIVISION	comm
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 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. Ensures all supplied content is included in the design. 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 materia

Proofreads printed and digital copy for clarity and accuracy and is able to work on deadline and under pressure and to adjust to an uneven workflow

Consults with graphic designers concerning questions of content and format in printed materials

Follows directions of department head 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 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

Regular, predictable performance is required for all performance responsibilities

This position requires reporting to the assigned JCPS worksite for collaboration, customer support, and team interaction

#### PHYSICAL DEMANDS

This work is conducted in an office setting. This position has inside environmental conditions with protection from weather conditions but not necessarily from temperature changes or atmospheric conditions while working on performance responsibilities.

This position requires the following physical activities rarely (up to 25% of the workweek): balancing, bending, climbing, crawling, crouching, driving, kneeling, and reaching. The following physical activities are required occasionally (up to 50% of the workweek): lifting up to 50 lbs., pulling up to 50 lbs., pushing up to 50 lbs., standing, and walking. Feeling, grasping, hearing, and talking are required frequently (up to 75% of the workweek). Repetitive motions and visual acuity are required constantly (up to 100% of the workweek).

MINIMUM QUALIFICATIONS
Bachelor's degree in English, Journalism, or Communications
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