

## **EDITOR I/II**

### **DEFINITION**

Under general supervision, performs editorial and production tasks associated with the publication of a broad range of written materials; performs related work as assigned.

### **CLASS CHARACTERISTICS**

*Editor I* is the entry-level class in the Editor series. Initially under close supervision, incumbents may be responsible for small or discrete editorial projects, or may assist with more complex projects. As experience is gained, there is greater independence of action within established guidelines. This class is alternately staffed with Editor II, and incumbents may advance to the higher level after gaining experience and demonstrating proficiency that meets the qualifications of the higher-level class.

*Editor II* is the journey-level class of this series, fully competent to independently perform the full range of editorial duties. Incumbents work with little supervision and have responsibility for publication projects from manuscript to final product. This class is distinguished from Senior Editor in that the latter provides lead direction and work review to assigned staff and/or performs and coordinates complex and specialized work.

### **EXAMPLES OF DUTIES** (*illustrative only*)

- Edits assigned written materials, reports, and publications, conforming copy to agency style and established editorial conventions.
- Recommends organization and logical presentation of material.
- Checks accuracy of data and statistical analysis.
- Recommends design and format of written materials, reports, and publications; works with graphic designers in selecting type font, layout, ink, paper stock, and printing and binding methods.
- Coordinates production of written materials, reports, and publications, working with authors, typesetters, graphic designers, indexers, and other production staff; works with external typesetters and printers as needed.
- Confers with users to define work requirements and provide technical advice.
- May code case and statute citations and use software macros to compile citations into tables.

- Suggests rewrites of copy that is ambiguous, discursive, or not suited to the medium.
- Writes marketing copy for publications.

### **WORKING CONDITIONS**

- Must be available to work overtime and on weekends and holidays.

### **QUALIFICATIONS**

The level and scope of the knowledge and abilities below relate to the duties as defined in Class Characteristics.

#### **Knowledge of:**

- Principles of effective communication and language mechanics in English.
- Established editorial conventions and procedures.
- Basic statistical principles.
- Legal terminology, legal citation style, and principles of basic legal research.
- Principles of graphics and book design.
- Basic publishing methodology, including typesetting and design software and hardware, prepress production, and printing/binding methods.
- Standard editorial style manuals.
- The operation of personal computers and the use of specified computer applications, such as word processing and desktop publishing.
- Principles and techniques of preparing effective oral presentations.
- Principles and techniques of preparing a variety of effective written materials.

#### **Ability to:**

- Evaluate technical, statistical, and legal material.
- Analyze manuscripts and organize materials in logical order.
- Write clear, concise copy.
- Organize own work, set priorities, and meet critical deadlines.
- Operate personal computers and use specified computer applications, such as word processing and desktop publishing.
- Communicate effectively in English, orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of the work.
- Use tact and discretion in dealing with those contacted in the course of the work.

#### **Licenses and Certificates:**

None.

#### **Education and Experience:**

*Editor I:* Equivalent to possession of a bachelor's degree, preferably with major course work in English or journalism.

Additional directly related experience may be substituted for the education on a year-for-year basis.

*Editor II:* Equivalent to possession of a bachelor's degree, preferably with major course work in English or journalism, and two years of professional editorial experience.

Additional directly related experience may be substituted for the education on a year-for-year basis.