

## **SENIOR EDITOR**

### **DEFINITION**

Under direction, provides lead direction and work review to assigned staff, serves as a consultant, and/or performs and coordinates specialized editorial and production work; performs related work as assigned.

### **CLASS CHARACTERISTICS**

This is the lead and/or specialist level in the Editor series. Incumbents may serve in a lead capacity and direct the work of assigned staff, and/or may serve as specialists who work independently and deal with the most complex and/or sensitive projects. Incumbents are responsible for developmental editing of complex technical or legal materials, working independently and collaboratively with authors, or may have experience and training to qualify them as specialists in a particular subject matter area (e.g., law, social sciences). This class is distinguished from Supervising Editor in that the latter is responsible for supervising editorial and/or production staff, with effective authority for their selection, retention, and training and development and with responsibility for day-to-day supervision, evaluation, motivation, and discipline of employees.

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

- Provides lead direction, training, and work review; organizes and assigns work, sets priorities, and follows up to ensure coordination and completion of assigned work.
- Provides input into selection, evaluation, discipline, and other personnel matters.
- Monitors publications schedules.
- Coordinates production of written materials, reports, and publications, working with authors, typesetters, graphic designers, indexers, and other production staff.
- Evaluates manuscripts to determine amount of style editing required, as well as the logic and organization of content.
- Developmentally edits a variety of comprehensive and difficult material.
- Confirms copy to agency style and established editorial conventions.
- Checks accuracy of data and statistical analysis.
- Rewrites or suggests rewrites of copy that is ambiguous, discursive, or not suited to the medium.

- 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.
- Writes marketing copy for publications.
- Participates in drafting legal forms, Standards of Judicial Administration, and Rules of Court.
- Participates in determining and maintaining editorial style for the agency.
- May code case and statute citations and use software macros to compile citations into tables.

**WORKING CONDITIONS:**

- Work occasional evening and weekend hours.

**QUALIFICATIONS**

**Knowledge of:**

- Basic supervisory principles and practices.
- Principles and practices of project management.
- Principles of effective communication and language mechanics in English.
- Principles and practices of developmental editing.
- Legal terminology, legal citation style, and principles of basic legal research.
- Principles of graphics and book design.
- Standard editorial style manuals.
- Electronic publishing methods.
- Basic supervisory principles and practices.
- Basic statistical principles.
- Basic court operations.
- Basic publishing methodology, including typesetting and design software and hardware, prepress production, and printing/binding methods.
- 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:**

- Plan, direct, and review the work of others on a project or day-to-day basis.
- Use initiative and independent judgment within established procedural guidelines.
- Organize, prioritize, and coordinate multiple work activities and meet critical deadlines.
- Manage projects and meet critical deadlines.
- Write clear, concise copy.
- Evaluate and develop technical, statistical, or legal material.
- Work effectively with the author or as part of a project team, using tact and discretion.

- Operate personal computers and 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:**

Equivalent to possession of a bachelor's degree, preferably with major course work in English or journalism, and three years of professional editorial experience that included lead responsibility.

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