STATE OF CALIFORNIA
Judicial Branch
Judicial Council of California

Class Code: 3119
Band/Grade/Subgrade: B25
FLSA Status: Non-Exempt
Established: January 1, 2016
Revised: September 1, 2020

Communications Editor

JOB FAMILY DEFINITION

This classification falls within the Communications Job Family encompassing a range of work in which incumbents are responsible for providing public information communications support and analyses for the organization. This class specification represents the type and level of work performed recognizing that specific work assignments may differ from one unit to another and from one incumbent to another.

CLASS SUMMARY

Incumbents are responsible for providing copy editing of all types of Judicial Council written communications, including electronic communications. An incumbent also coordinates production activities and performs quality assurance for adherence to Judicial Council publication and correspondence standards.

DISTINGUISHING CHARACTERISTICS

The Communications Editor class is distinguished from other classifications in the Communications Job Family in that the focus is on editing electronic and print documents of all types. Incumbents are also involved in coordinating production for graphics, printing, and publishing projects. The Communications Editor is specifically distinguished from the Graphics/Production Specialist in that incumbents do not perform graphic design. The Communications Editor is specifically distinguished from the Communications Analyst in that the latter performs more broad-based communications tasks such as strategic planning, media relations, messaging, marketing, and consultative communications services.

Work requires the knowledge and interpretation of standards to copy-edit work and coordinate production projects.

EXAMPLES OF ESSENTIAL DUTIES *(The duties listed are illustrative only and represent the core areas of responsibilities; specific position assignments will vary depending on business needs.)*

- Edits electronic and print media for accuracy, content, grammar, spelling, punctuation, and compliance with style guides and standards.
- Collaborates with clients to determine needs and objectives for editing and production projects.
- Performs format editing on Judicial Council meeting materials for posting on website, including, but not limited, to identifying document captioning and format, converting documents to PDFs, and cataloging documents, as assigned.
- Assists with development of publishing standards and writing conventions.
- Coordinates graphics and editing workflow and scheduling, as assigned.
- Catalogs meeting materials on website, as assigned.
- Provides training to internal and/or external clients in assigned area.
- Provides orientation and guidance to new staff.
- Performs other duties of a similar nature and level as assigned.

EXAMPLES OF POSITION SPECIFIC RESPONSIBILITIES *(Illustrative Only)*
Responsibilities across incumbents in this classification are covered in the "Examples of Essential Duties" list. While incumbents assigned to this classification may access, maintain or use function-specific tools and/or perform specific editing tasks aligned with one work unit, the general description of the work tasks involved in this class do not vary significantly and therefore no position specific duties are noted.

MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE
Bachelor's degree, preferably in a directly related field that would provide the knowledge and skills required. *An additional four years of professional experience as noted above may substitute for the bachelor's degree. Or, additional directly related experience and/or education may be substituted on a year-for-year basis..*

LICENSING AND CERTIFICATIONS
- None

KNOWLEDGE OF
- Principles and practices of professional writing and editing;
- Basic research methods for fact checking;
- Chicago Manual of Style and in-house style guides;
- Legal terminology and legal citation style;
- Basic principles and practices of graphic design;
- Judicial system and court operations;
- Advanced Microsoft Word and Desktop Publishing features;
- Principles and methods of electronic publishing and social media;
- Principles and methods of print production, printing terminology, and materials;
- Basic principles of the Internet, web structure, and e-publishing;
- Proper English grammar, proof-reading marks, editorial style guides, and graphics standards;
- Customer service principles;
- Applicable work rules and policies; and
- Applicable business equipment and desktop applications.

SKILL IN
- Professional writing and editing;
- Collaborating with clients on content and focus of written materials;
- Applying research to fact-check documents;
- Monitoring project schedules, status, and compliance;
- Coordinating deadlines and prioritizing competing demands;
- Applying judicial system knowledge to effectively edit copy;
- Providing customer service;
- Providing attention to detail;
- Utilizing a computer, relevant software applications, and/or other equipment, as assigned;
- Effectively communicating; and
- Maintaining effective working relationships with colleagues, customers, and the public.

WORKING CONDITIONS, ADA AND OTHER REQUIREMENTS

The Judicial Council is an equal opportunity employer. The Judicial Council will comply with its obligations under the law to provide equal employment opportunities to qualified individuals with disabilities.

Positions in this class typically require: sitting, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, talking, hearing, seeing, and repetitive motions.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

Incumbents generally work in a typical office environment with adequate light and temperature. The Judicial Council will make all reasonable efforts to minimize the need for employees to travel by taking advantage of virtual conferencing tools as much as possible. However, positions in this class may require local and statewide travel as necessary.

Please Note: *The Judicial Council classifies work based on organizational need. The distinguishing characteristics, essential duties and minimum qualifications described in this specification relate to the body of work required and not to the attributes of an incumbent assigned to perform the work.*