



Editor I

Salary Group: B17

Class Code: 1875

<u>CLASS TITLE</u>	<u>CLASS CODE</u>	<u>SALARY GROUP</u>	<u>SALARY RANGE</u>
EDITOR I	1875	B17	\$36,976 - \$58,399
EDITOR II	1876	B19	\$42,244 - \$68,960
EDITOR III	1877	B21	\$48,278 - \$78,953

GENERAL DESCRIPTION

Performs complex (journey-level) editorial work. Work involves laying out, indexing, and revising content of written materials in preparation for final publication. May provide guidance to others. Works under general supervision, with moderate latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

Reviews, edits, and rewrites documents to improve readability.

Detects and corrects errors in spelling, punctuation, and syntax.

Verifies facts, dates, and statistics, using standard reference sources.

Prepares documents for printing.

Maintains mailing lists for distribution of publications.

May arrange page layouts of articles and photographs.

May provide guidance to others.

Performs related work as assigned.

GENERAL QUALIFICATION GUIDELINES

EXPERIENCE AND EDUCATION

Experience in editorial work. Graduation from an accredited four-year college or university with major coursework in journalism, communications, English, or a related field is generally preferred. Experience and education may be substituted for one another.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar; and of departmental policies, procedures, and regulations.

Skill in editing documents, and in the use of a computer and applicable software.

Ability to compose, review, and edit technical documents, materials, and reports; to communicate effectively; and to provide guidance to others.