



Editor II

Salary Group: B19

Class Code: 1876

<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 advanced (senior-level) editorial work. Work involves coordinating the laying out, indexing, and revising of content of written materials in preparation for final publication. May supervise the work of others. Works under limited supervision, with considerable latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

Coordinates the writing, editing, layout, reproduction, and dissemination of various printed materials.

Coordinates activities of staff in preparing copy material for publication.

Performs final edit and proofreading of documents to ensure proper grammar, style, content, and format for consistency.

Provides guidance and assistance to staff by recommending content and format.

Selects appropriate artwork (e.g., photos, charts, graphs, or illustrations).

Prepares reports of editorial activities.

May work with management to develop, prepare, and disseminate policies and procedures for written materials.

May train agency staff on effective business writing and agency expectations.

May supervise the work of 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 techniques and methods of planning, organizing, and writing various types of materials; of research methodology; and of departmental policies, procedures, and regulations.

Skill in using appropriate grammar and punctuation, and in the use of a computer and applicable software.

Ability to conduct research; to compose, review, and edit technical documents, materials, and reports; to communicate effectively; and to supervise the work of others.