



Editor III

Salary Group: B21

Class Code: 1877

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

EXAMPLES OF WORK PERFORMED

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

Oversees 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.

Works 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.