

HIGHER EDUCATION PERSONNEL BOARD

Specification for Class

Class Code: 3770

EDITOR I -- PUBLICATIONS

**Abolished Effective February 10, 2006**

DEFINITION

Assist in editing and preparing materials of average complexity for printing, and in monitoring and expediting their progress during production.

DISTINGUISHING CHARACTERISTICS

Positions at this level are distinguished by their responsibility for assisting in editing and in coordinating production of public-information and intra-institutional materials (catalogs, bulletins, brochures, athletic programs, announcements, etc.) submitted by departments for printing; works under close supervision of more senior editors.

TYPICAL WORK

Assist in editing copy for a wide variety of work submitted for printing; assist in reviewing copy for correctness, clarity, and form of presentation, and suitability for submission to typesetter;

Aid in preparation of specifications to be submitted to printer, including typesetting, camera, press, and bindery requirements;

Review and correct proofs provided by printer during each production phase;

Serve as liaison between department and printer on matters such as queries, changes in specifications, checking of final proofs, etc.;

Perform related duties as required.

MINIMUM QUALIFICATIONS

Bachelor's Degree in English, journalism, humanities, or related field; OR four years of combined college education and editing experience; OR four years of full-time publication editing experience.

Examination Requirements

A job element examination (including written, E & T and oral components) scored on the basis of job related experience, training, skill, ability, and other elements which are established through job analysis.

New Class: 2-7-73

Revise Class: 12-14-73