



STATE OF NEVADA
Department of Administration
Division of Human Resource Management

CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
PUBLICATIONS EDITOR II	33	B	7.849
PUBLICATIONS EDITOR I	31	B	7.830

SERIES CONCEPT

Publications Editors perform technical and copy editing, provide research and editorial assistance to authors, and coordinate production of books, manuscripts, magazines, maps, graphics and digital media.

Assist authors during text preparation by reviewing drafts; suggest improvements for readability, organization and clarity; discuss editorial style, policy and production schedules; and track work in progress to ensure completion as scheduled.

Perform copy editing, including reviewing and revising text for organization, clarity, consistency, grammar, spelling, usage of technical terms, and style; eliminate redundancies, ambiguities and inconsistencies; rephrase narrative without changing author's meaning; determine format and layout; resolve bibliographic questions; insert headings and captions; perform research to verify factual material; and prepare manuscripts for publication or digital distribution.

Produce press-ready copy using page layout software, or organize material for manuscript layout including photographs, maps, graphics, and/or artwork; follow editing codes or procedures according to established specifications; proofread, correct, review and approve final copy; and ensure end product is error free.

May arrange for the services of freelance editors or writers, negotiate fees, and review vendors' work.

Maintain related records and databases and prepare related reports.

Perform related duties as assigned.

CLASS CONCEPTS

Publications Editor II: Under direction, incumbents perform the full range of duties in the series concept for books or other complex publications such as scientific or professional journals. This level is distinguished from the journey level by participation in evaluation and selection of manuscripts for publication, often requiring interaction with professional reviewers; extensive rewriting; and work with academic manuscripts requiring specialized knowledge of a particular discipline and/or the ability to comprehend and evaluate material from several disciplines.

Publications Editor I: Under direction, incumbents perform the full range of duties in the series concept at the journey level. Incumbents typically work on magazines, brochures, catalogs, newsletters, internal communications and other materials.

MINIMUM QUALIFICATIONS

PUBLICATIONS EDITOR II

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university with major coursework in English, journalism or closely related field and two years of technical writing or editing experience, which included one year of experience conducting the preliminary evaluation of manuscripts, developmental editing, or working with authors on manuscript revision, and experience using page layout software; **OR** an equivalent combination of education and experience.

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

Detailed knowledge of: standard editing marks for making and reading changes; common sources of style information (Associated Press Stylebook, Chicago Manual of Style). **Working knowledge of:** publishing terminology; type, layout, photography and graphics required in publications. **Ability to:** communicate professional reviewers' concerns to authors; comprehend and write clearly on a wide variety of topics. **Skill in:** use of computers and page layout software; *and all knowledge, skills and abilities required at the lower level.*

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

Ability to: evaluate manuscripts and determine suitability for publication; reconcile manuscript problems with authors; identify key points and summarize complex narrative into abstracts or promotional literature.

PUBLICATIONS EDITOR I

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university with major coursework in English, journalism or closely related field and one year of technical writing or editing experience; **OR** an equivalent combination of education and experience.

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

Detailed knowledge of: English grammar, spelling, punctuation, and style. **Working knowledge of:** standard editing marks for making and reading changes; common sources of style information (Associated Press Stylebook and Chicago Manual of Style). **General knowledge of:** page layout software. **Ability to:** pay close attention to detail; establish cooperative working relationships; edit and proofread rapidly and accurately; comprehend material written for a wide range of audiences from the general public to scientific professionals; communicate effectively, both orally and in writing with a variety of individuals and diverse topics.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

Working knowledge of: publishing terminology; type, layout, photography, and graphics required in publications; departmental requirements and standards related to editing publications and maps. **General knowledge of:** copyright and libel laws; agency goals and objectives. **Ability to:** judge strengths and weaknesses of manuscripts. **Skill in:** use of computers and page layout software.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

	<u>7.849</u>	<u>7.830</u>
ESTABLISHED:	7/1/89P	7/1/89P
	8/19/88PC	8/19/88PC
REVISED:	7/1/95P	7/1/95P
	9/16/94PC	9/16/94PC
REVISED:	8/11/06PC	8/11/06PC