



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, reports, 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 publications for press-ready print and/or digital distribution.

Produce press-ready copy using publication software or organize material for publication 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, photographers 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 content for publication, often requiring interaction with professional reviewers; extensive rewriting; and work with academic publications 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, reports, brochures, catalogs, newsletters, internal communications, forms and other materials.

MINIMUM QUALIFICATIONS

PUBLICATIONS EDITOR II

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university in English, journalism or closely related field and two years of technical writing or editing experience, which included one year of experience using advanced publication software and either conducting the preliminary evaluation of publications, developmental editing and style **OR** working with authors on publication revision; **OR** one year experience as a Publications Editor I in Nevada State service; **OR** an equivalent combination of education and experience as described above.

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

Detailed knowledge of: advanced publication software, such as, Adobe CC, Quark, etc.; standard editing marks for making and reading changes; common sources of style information, such as, Associated Press Stylebook, Chicago Manual of Style, etc. **Working knowledge of:** publishing terminology; type, layout, photography and graphics required in publications; requirements and standards related to editing publications and maps. **General knowledge of:** copyright and libel laws. **Ability to:** communicate professional reviewers' concerns to authors; comprehend and write clearly on a wide variety of topics; determine strengths and weaknesses of publications. **Skill in:** use of computers and advanced publication software; *and all knowledge, skills and abilities required at the lower level.*

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

Working knowledge of: department regulations, policies and procedures; agency goals and objectives; agency specific publishing terminology. **Ability to:** evaluate publications and determine suitability for publication; reconcile publication 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 in English, journalism or closely related field and one year of technical writing or editing experience; **OR** an equivalent combination of education and experience as described above.

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, such as, Associated Press Stylebook, Chicago Manual of Style, etc. **General knowledge of:** publication 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):

(These are identical to the Entry Level Knowledge, Skills and Abilities required of Publications Editor II.)

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.

7.849

7.830

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
REVISED:	6/8/18PC	6/8/18PC