

EDITORIAL ASSISTANT

NATURE OF WORK

This is editorial work in reviewing manuscripts, instructional materials, research and technical papers, and other words for publication.

Employees are responsible for reviewing materials for accepted editorial style, sentence structure, and grammatical correctness. Duties may include re-writing portions of materials for clarity and verifying accuracy of data, references, and citations. Work of this class is found primarily in the states public education programs and the institutions of higher learning. Work is evaluated by individuals initiating materials for publications or by supervisor through review of completed assignments for proper style, sentence structure, and clarity.

ILLUSTRATIVE EXAMPLES OF WORK

Reviews materials for errors in spelling, grammar, punctuation, and capitalization.

Rewrites and recommends changes in materials to improve style, sentence structure, organization, and clarity.

Searches source materials in order to verify accuracy of references, quoted excerpts, and footnoting,

Reads galley proofs and page proofs and makes final corrections prior to publication

Writes specifications for leaflets, pamphlets, and books, giving the type and class of paper stock, overall size of pages, size of printed pages, families and sizes of type.

Performs related work as required.

KNOWLEDGES, SKILLS, AND ABILITIES

Considerable knowledge of English grammar, composition, and style.

Some knowledge of printers specifications and terminology for paper stock and families and sizes of type.

Ability to proofread materials accurately and correctly.

Ability to maintain effective working relationships with authors and the public.

Ability to operate a typewriter with speed and accuracy.

ACCEPTABLE TRAINING AND EXPERIENCE

Graduation from a four-year college or university preferably with a major in English or journalism; or an equivalent combination of training and experience.

PREPARED BY
NORTH CAROLINA STATE PERSONNEL DEPARTMENT

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