BOARD OF REGENTS
Governing Iowa's Public Universities

REGENT MERIT SYSTEM

CLASS CODE: 1301
PAY GRADE: 505

Editorial Assistant I

GENERAL CLASS DESCRIPTION

Under direct supervision, is responsible for seeing that copy is prepared in appropriate form for review. Duties involve the use of personal computers, computer terminals, and a variety of software and/or conventional office equipment.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

1. Proofreads copy; corrects spelling, grammar and punctuation, and checks for conformance to prescribed format and adherence to institutional policies.

2. Reads and recommends the placement of copy and illustrations.

3. Meets with customers to discuss changes and/or recommendation to copy. Prioritizes tasks to ensure projects meet established deadlines.

4. Provides instruction for production and distribution of documents.

5. Maintains current and archival files and mailing lists.

KNOWLEDGES, SKILLS AND ABILITIES

1. Knowledge of proper formatting, grammar, spelling, punctuation, capitalization and proofreading techniques.

2. Skill in operating office equipment.

3. Ability to operate a personal computer or online system and related software.

4. Ability to communicate effectively with staff, students, and the public.

5. Ability to follow oral and written instructions.

6. Ability to collect data and keep records accurately.

7. Ability to prioritize tasks and meet deadlines.

MINIMUM ELIGIBILITY REQUIREMENTS

1. High school diploma or GED, and

2. One year of clerical office experience, which includes work with editing publications, or any combination of related education and experience from which comparable knowledge and ability can be acquired.

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UNI University of Northern Iowa

IOWA

IOWA STATE UNIVERSITY
OF SCIENCE AND TECHNOLOGY

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The tasks listed under the heading of Characteristic Duties and Responsibilities are examples of the variety and general nature of duties performed by employees in positions allocated in the class. The list is descriptive only and should be used for no other purpose. It is not intended that any position include every duty listed, nor is it intended that related duties cannot be required.

Last Revised: March 25, 2002