

# BOARD OF REGENTS STATE OF IOWA

## REGENT MERIT SYSTEM

**Class Title:** Editorial Assistant I

**Class Code:** 1301

**Pay Grade:** 505

### **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.

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.

**Class Title: Editorial Assistant I**

**Class Code: 1301**

**Pay Grade: 505**

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.

**REVISION EFFECTIVE: March 25, 2002**