

Spec. Code: 1259
Occ. Area: 02
Work Area: 213
Prom. Line: none
Prob. Period: 6 mo.
Effective Date: 12/01/09
Last Action: Rev.

TECHNICAL EDITOR

Function of Job

Under general supervision from a designated supervisor, to edit technical periodicals, journals, or books for publication.

Characteristic Duties and Responsibilities

1. assists in the planning of technical publication(s)
2. acts as liaison for editor, author, and/or printer
3. reads and edits material for accuracy, style, and publishing appeal, recommending changes where necessary and making only such changes as fall within the province of an editor
4. deals with the printer on matters of design, layout, type, and illustrations
5. reads proof and/or supervises reading of proof
6. confers with editors on policies and plans
7. is responsible for the operation of an office and the supervision of office staff
8. supervises editorial, clerical, and related personnel as assigned
9. collects data and prepares reports as assigned
10. performs other related duties as assigned

MINIMUM ACCEPTABLE QUALIFICATIONS

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. Bachelor's degree in journalism, English, communications, or closely related fields
2. **One (1) year (12 months)** of experience in writing and/or editing technical materials

PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB

1. supervisory ability