



# Editor

CLASS TITLE	CLASS CODE	SALARY GROUP	SALARY RANGE
EDITOR I	1875	B18	\$45,521 - \$71,055
EDITOR II	1876	B20	\$51,158 - \$81,351
EDITOR III	1877	B22	\$57,614 - \$93,138

## GENERAL DESCRIPTION

Performs editorial work involving laying out, indexing, and revising content of written and digital materials in preparation for final publication.

## EXAMPLES OF WORK PERFORMED

Reviews, edits, and rewrites documents to improve readability.

Detects and corrects errors in spelling, punctuation, and syntax.

Verifies facts, dates, and statistics, using standard reference sources.

Prepares documents for printing.

Maintains mailing lists for distribution of publications.

Selects appropriate artwork (e.g., photos, charts, graphs, or illustrations).

Designs pages, arranging text and images for readability and visual appeal.

Provides guidance and assistance to staff by recommending content and format options.

Performs related work as assigned.

## DESCRIPTION OF LEVELS

*Examples of work and descriptions are meant to progress through the levels. For example, an employee at level III may also perform work listed within the previous levels.*

**Note:** *Employees at the journey level may independently perform the full range of work listed in the examples or may assist others in that work.*

**EDITOR I:** Performs complex (journey-level) editorial work. Works under general supervision, with moderate latitude for the use of initiative and independent judgment. Employees at this level may routinely assist others in performing work of greater complexity.

**Note:** A senior-level employee (levels II-III) may serve as a team lead or supervisor. Senior-level employees may perform the full range of work listed in the examples and may coordinate and oversee that work for others. Factors that may distinguish between senior levels include the scope of responsibility and oversight, the complexity of the work performed, and the employee's related experience, education, and certifications.

**EDITOR II:** Performs advanced (senior-level) editorial work. Works under limited supervision, with considerable latitude for the use of initiative and independent judgment. Employees at this level may:

- Coordinate the writing, editing, layout, reproduction, and dissemination of various print and digital materials.
- Coordinate activities of staff in preparing material for publication.
- Perform final edit and proofreading of documents to ensure consistency in grammar, style, content, and format.
- Prepare reports on editorial activities.
- Train agency staff on effective business writing and agency expectations.

**EDITOR III:** Performs highly advanced (senior-level) editorial work. Works under minimal supervision, with extensive latitude for the use of initiative and independent judgment. Employees at this level may independently perform the most complex editorial work and may:

- Oversee the writing, editing, layout, reproduction, and dissemination of various print and digital materials.
- Oversee activities of staff in preparing material for publication.
- Work with management to develop, prepare, and disseminate policies and procedures for written materials.

## GENERAL QUALIFICATION GUIDELINES

### EXPERIENCE AND EDUCATION

Experience in editorial work. Graduation from an accredited four-year college or university with major coursework in journalism, communications, English, or a related field is generally preferred. Experience and education may be substituted for one another.

### KNOWLEDGE, SKILLS, AND ABILITIES

#### For all levels

- Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar; techniques and methods of planning, organizing, and writing various types of materials; research methodology; accessibility standards; and departmental policies, procedures, and regulations.
- Skill in editing documents, using appropriate grammar and punctuation, and in the use of a computer and applicable software.

- Ability to compose, review, and edit technical documents, materials, and reports; to conduct research; and to communicate effectively.

**Additional for Editor II – III levels**

- Ability to oversee and/or supervise the work of others.