

July 1, 1999

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
EDITOR/PROOFREADER

DEFINITION:

Under general supervision, to edit, proofread and assist in the preparation of a variety of publications, informational materials, and other documents; to write guides to effective writing; and to perform related work.

* **EXAMPLES OF DUTIES:**

- Edits draft copies of a variety of written materials for spelling, punctuation, grammar, and clarity in accordance with established rules of style and syntax;
- Confers with writers regarding content, format, overall purpose of document, and to ensure the original intent is retained;
- Rewrites sentences and paragraphs for greater consistency, clarity, and/or adherence to limitations of publication such as space, established format or language;
- Writes guides pertaining to effective written communication to assist writers in improving skills, to standardize documents, or in response to special requests from staff;
- Proofreads finished copy;
- May operate a computer in editing documents.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Announcement for updated minimum qualifications.

One year of full-time experience editing written material for spelling, grammar, punctuation, and clarity.

- * **EXAMPLES OF DUTIES** performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.