

[Go Back](#)

NASSAU COUNTY
SCHOOL DISTRICTS
CLASS SPECIFICATION

Title : EDITORIAL AIDE
Code: 090150 GRK
Page : 1 of 1
Competitive

GENERAL STATEMENT OF DUTIES

Assists in proofreading, editing, and designing format of brochures, manuals, forms, and other material to be printed; performs related duties as required.

COMPLEXITY OF DUTIES

Under general supervision, the duties require the use of judgment and the work is reviewed for accuracy, format, and completeness.

TYPICAL DUTIES

1. Assists in reviewing and correcting the original manuscript for proper grammar, spelling, consistency, clarity of meaning, and possibly some style modifications.
2. Assists in determining appropriate style and size of type and then types and fits copy into available space.
3. Proofreads for correct transcription after copy has been typed or typeset.
4. Assists in laying out and designing format of forms, programs, brochures, manuals, and other similar material to be printed.
5. Maintains files of materials produced for printing.

FULL PERFORMANCE KNOWLEDGES, SKILLS, AND ABILITIES

1. Considerable knowledge of grammar, spelling, and punctuation.
2. Knowledge of editing and copy editing.
3. Knowledge of the preparation of material for printing.
4. Ability to prepare layouts for material to be printed.
5. Ability to do copyfitting.
6. Ability to understand and follow complex instructions.
7. Ability to express ideas clearly and concisely, both orally and in writing.
8. Ability to establish and maintain effective working relationships with associates.

MINIMUM QUALIFICATIONS

Training and Experience

Graduation from high school
and

Two years of satisfactory experience in the preparation of material for printing, including responsibility for correcting text, preparing layouts, and using computerized typesetter or desktop publishing software.

NOTE: Education at a regionally accredited or New York State registered college or university, including three english composition courses, may be substituted for the above experience on a year-for-year basis (30 credits per year).

[Go Back](#)