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**NASSAU COUNTY**  
**SCHOOL DISTRICTS**  
**CLASS SPECIFICATION**

**Title : EDITORIAL ASSISTANT**  
**Code: 090230 HBK**  
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**Competitive**

**GENERAL STATEMENT OF DUTIES**

Under general supervision, edits and supervises the preparation of material for printing; performs related duties.

**COMPLEXITY OF DUTIES**

Employees in this class carry out independently the duties assigned and supervise the work of subordinate personnel.

**TYPICAL DUTIES**

1. Edits and copy edits a wide variety of material.
2. Supervises the typing of manuscripts.
3. Prepares layout of material including; determining paper size, image area, and type to be used.
4. Works with printers, typesetters, and department personnel submitting material for processing.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, AND ABILITIES**

1. Considerable knowledge of editing and copy editing.
2. Knowledge of the preparation of material for printing.
3. Ability to prepare layouts for material to be printed.
4. Ability to supervise the work of subordinate personnel.
5. Ability to work independently within the scope of general instruction.
6. Ability to establish and maintain effective working conditions with associates.

**MINIMUM QUALIFICATIONS**

**Training and Experience**

Graduation from high school  
and

Five years of experience in the preparation of material for printing, including two years of editorial work.

**NOTE:** College education from a regionally accredited or New York State registered college or university with major course work in English or Journalism may be substituted for experience in the preparation of material for printing on a year-for-year basis up to a maximum of four years, of which one year must have been in editorial work.

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