

Copy Editor (Range H51/JTC H35) – Non Exempt

GENERAL SUMMARY:

Responsible for checking content of writers, looking for and correcting all types of errors, and enhancing the quality of the written content.

MINIMUM EDUCATION/SKILLS REQUIRED:

Associate's degree or higher with two years of experience in related area. Must be well versed in proper grammar, spelling and punctuation. Must be familiar with various reference materials and resources. Must have advanced oral, written and interpersonal communication skills to be able to interact effectively with individuals from diverse backgrounds. Must be able to provide quality customer service. Transcripts will be required. **Will be subject to a criminal background check**

NOTE: The duties listed are not intended to be all-inclusive. Duties assigned any individual employee are at the discretion of the appointing authority.

Revised: 05/2015 – emm
ADA/tmm 05.15.19