

Copyreader/Proofreader (Range H24/JTC H33) – Non Exempt

GENERAL SUMMARY:

Responsible for reviewing text and graphics for books and periodicals, checking them for spelling, grammar and typos.

PHYSICAL REQUIREMENTS:

Normal physical job functions performed within a standard office environment. Reasonable accommodations may be made to individuals with physical challenges to perform the essential duties and responsibilities.

MINIMUM EDUCATION/SKILLS REQUIRED:

High school diploma or higher with two years of experience. Excellent attention to detail, communication and writing skills. Must be well versed in proper grammar, spelling and punctuation. Must be able to interact effectively with individuals from diverse backgrounds. Must be able to provide quality customer service. ***Will be subject to a criminal background check. Some positions may be subject to a fingerprint 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: 1/2017 - emm
ADA/tmm 05.15.19