

Senior Copy Editor (Range H56/JTC H36) – 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.

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:

Associate's degree or higher with four 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. 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.