

PACIFIC PRESS® PUBLISHING ASSOCIATION
JOB DESCRIPTION

POSITION TITLE: Copy Editor/Proofreader

REPORTS TO: Copy Preparation Coordinator

SUMMARY: Copy, edit, and proofreads all copies as assigned by the Copy Preparation Coordinator checking for consistency of style, and the accuracy of grammar, spelling, and content.

ESSENTIAL FUNCTIONS OF THE JOB:

- I. Proofread magazines, books, and other PPPA Publications following the procedures indicated in the Style Manual, including:
 1. Read copy as assigned, correcting errors of grammar, punctuation, spelling, capitalization, etc.
 2. Correct errors of logic or facts.
 3. Bring copy into harmony with house style.
 4. Insure that names, dates, facts, and details are consistent throughout a manuscript.
 5. Check quoted material for accuracy of form, wording, and reference when the original source is available for reference.
 6. Check factual accuracy (dates, names, places, etc.) making corrections when necessary.
 7. Query editors regarding clarity, orthodoxy, structure, etc., and suggest areas for editorial improvement of the manuscript.
- II. Read page proofs and form proofs for color registration, placement of copy, bar codes, ISBN numbers, etc.
- III. Maintain regular attendance at work and work overtime as required.
- IV. Comply with Pacific Press employee handbook guidelines.
- V. This job description is not intended to be all-inclusive; the Copy Editor/Proofreader will also perform other reasonable related business duties as assigned by the Copy Preparation Coordinator.

EXPERIENCE: A thorough knowledge of English grammar, punctuation, spelling, and capitalization is essential. Prior experience in copy preparation is desirable. Prior experience in copy preparation is desirable. Working knowledge of Microsoft Word.

EDUCATION: A college degree in English, Communications, or a related field, or equivalent work experience.

PHYSICAL REQUIREMENTS: Good general health, good eyesight, ability to work under stressful and/or routine situations, the ability to concentrate for extended periods of time.

I acknowledge that I have received a copy of this job description and understand that it is my responsibility to read and understand it. If I have any questions about this job description or my job duties, I understand that I should ask my Supervisor or Vice President. I understand that Pacific Press reserves the right to revise or change job duties and responsibilities as the need arises. I represent that I am qualified to perform these job duties with or without reasonable accommodation. I understand that this job description may be used as a tool to evaluate the performance of my duties. I understand and agree that this job description does not create a contract of employment or change my "at-will" employment relationship with Pacific Press.

Acknowledgement

Date