

JOB DESCRIPTION

Benchmark Job #017

Ministry: Energy, Mines, and Petroleum Resources
Branch: Geological Survey Branch
Location: Victoria

Working Title: **Editorial Assistant**
Level: Range 12
Classification: Technical Assistant

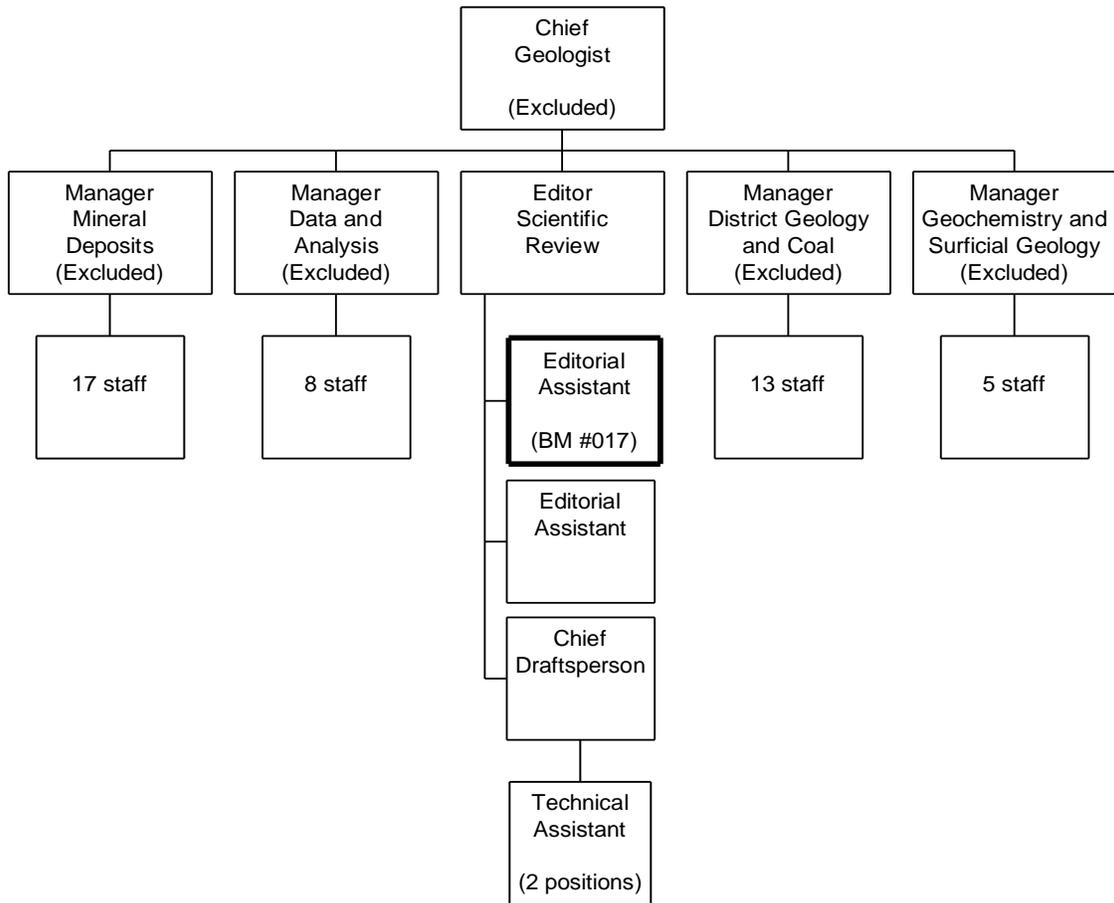
PRIMARY FUNCTION

To edit and prepare for publication, geological survey materials submitted by internal and external geological scientific staff, researchers and authors.

JOB DUTIES AND TASKS

1. Performs manuscript preparation functions
 - a. edits copy for style and grammar and makes revisions to manuscripts
 - b. ensures geological terminology is being properly defined and utilized
 - c. exchanges information with authors, editors and printers to ensure an accurate layout and reproduction of technical material
 - d. explains methods of preparing text for publication to provide best product to authors
2. Compiles material for technical publications
 - a. checks columns and figures in scientific tables to ensure data is consistent with original documents
 - b. compiles data for the Information Circular series of publications
 - c. edits and organizes technical documents prepared by others for publication
3. Performs publishing functions
 - a. uses computer programs and layout techniques for preparation of camera-ready copy for printing
 - b. prepares computer files for typesetting equipment
 - c. prepares artwork and photographs for publication using transfer processes such as photomechanical
4. Performs administrative support services
 - a. sets up and maintains a filing system on publication projects, printing costs, and sales records
 - b. tracks and monitors costs for printing publications
 - c. maintains and updates publication sales records and generates monthly summary reports

ORGANIZATION CHART
Benchmark Job #017



REASON FOR CLASSIFICATION

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Job Title: Editorial Assistant

FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
1	<p>JOB KNOWLEDGE Understand and apply the accepted methods of graphic production to edit geological survey manuscripts submitted for scientific publication and determine technical publication requirements to allow for use of camera ready copy and typesetting equipment.</p>	E	145
2	<p>MENTAL DEMANDS Judgement to assess publication requirements and choose an approach using a combination of accepted editing and publishing techniques and procedures to collect, edit, and organize technical materials for publication.</p>	D	100
3	<p>INTERPERSONAL COMMUNICATION SKILLS Discretion required to exchange information, needing an explanation to authors of technical problems associated with presentation of their scientific data for publication.</p>	C	30
4	<p>PHYSICAL COORDINATION AND DEXTERITY Moderate coordination and dexterity required to use a hand operated computer mouse to prepare layout designs and camera ready copy for printing, with some speed to meet project deadlines.</p>	C	15
5	<p>RESPONSIBILITY FOR WORK ASSIGNMENTS Guided by general procedures or instructions, select alternative course of action to edit and produce geological scientific materials, and recommend appropriate design to authors.</p>	D	75
6	<p>RESPONSIBILITY FOR FINANCIAL RESOURCES Limited financial responsibility to track and monitor costs for printing publications.</p>	B	10
7	<p>RESPONSIBILITY FOR PHYSICAL ASSETS/INFORMATION Moderate responsibility to set up and maintain a filing system on publication projects, printing costs and sales records.</p>	C	15

REASON FOR CLASSIFICATION

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FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
8	RESPONSIBILITY FOR HUMAN RESOURCES Limited responsibility for human resources to explain methods of preparing text for publication to provide the best product to authors.	A	5
9	RESPONSIBILITY FOR WELL BEING/SAFETY OF OTHERS Responsibility for own well-being and safety in a low risk environment.	A	5
10	SENSORY EFFORT/MULTIPLE DEMANDS Focused attention to detail to frequently edit scientific materials for publication.	C	12
11	PHYSICAL EFFORT Moderate physical effort to frequently visually focus attention to view computer screen and to edit materials.	C	12
12	SURROUNDINGS Exposure to occasional unpleasant dealings with authors upset over proposed edits.	A	2
13	HAZARDS Limited exposure to hazards from frequent keyboarding while using computer publishing programs.	B	4

Total Points: 430

Level: Range 12