

## CLASSIFICATION SPECIFICATION

<b>FLSA:</b>	<b>NEXP</b>	<b>Job Code:</b>	<b>ACV73731</b>
<b>Job Class Code:</b>	<b>560</b>	<b>Salary Schedule:</b>	<b>AREG</b>
<b>EEO Category:</b>	<b>02</b>	<b>Grade:</b>	<b>17</b>
<b>Workers Comp Code:</b>	<b>9101</b>		

<b>Job Code Established:</b>	<b>08/01/72</b>	<b>Effective Date:</b>	
<b>Job Code Revised:</b>		<b>Effective Date:</b>	

**JOB CODE SERIES:** Library, Museum and Related Series

**JOB CODE TITLE:** HISTORICAL EDITOR ASSOCIATE

**HRIS TITLE:** HISTL EDITOR ASSOC

**CHARACTERISTICS OF THE CLASS:** Under general supervision, performs professional editorial work as a member of the Arizona Historical Society publications staff; and performs related work as required.

This class is distinguished from others in the Public Information or Editorial Series by its specialized editorial work in support of the Arizona Historical Society statewide historical publications program.

**EXAMPLES OF DUTIES:** Assists the Historical Editor in the screening and evaluation of manuscripts for style, significance and accuracy of content; participates in editing articles, book reviews, technical and historical monographs, brochures and other departmental publications; researches and verifies historical information; provides art direction and photo editing for departmental publications; provides design and layout including camera ready art; assists in contracting and coordinating the topography, printing and binding services.

Participates in the promotion and sales of publications; writes miscellaneous material as required; maintains a variety of records and prepares reports; prepares correspondence; attends meetings and seminars.

### **KNOWLEDGE, ABILITIES AND SKILLS:**

**Knowledge of:** editing, proofreading, rewrite and research techniques; graphic arts as applied to design and illustrations; southwestern history.

**Skill/Ability to:** conduct historical research; judge narrative story and art quality; do design and layout work.