



**Code: 0725**  
Family: Public Relations and Creative Arts  
Service: Administrative  
Group: Accounting and General Office  
Series: Program Services

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## **CLASS TITLE: EDITORIAL ASSISTANT**

### **CHARACTERISTICS OF THE CLASS**

Under general supervision, proofreads and edits materials for publication in the Journal of Proceedings of the City Council, and performs related duties as required

### **ESSENTIAL DUTIES**

- Attends City Council meetings and receives new business documents including ordinances, resolutions, and orders which are introduced by Aldermen
- Gathers and distributes various documents at City Council meetings
- Captions documents for the City Clerk to read into the record
- Indicates whether the items of business brought before the City Council were passed and/or their disposition
- Proofreads draft copies of the Journal of Proceedings of the City Council against the original materials to ensure the content accuracy
- Makes corrections and marks the draft copies with instructions for publication
- Researches documents published in previous publications of the Journal of Proceedings of the City Council

**NOTE:** *The list of essential duties is not intended to be inclusive; there may be other duties that are essential to particular positions within the class.*

### **MINIMUM QUALIFICATIONS**

#### **Education, Training, and Experience**

- Graduation from an accredited college or university with a Bachelor's degree in Journalism, English, Communications or a directly related field; or an equivalent combination of education, training and experience

#### **Licensure, Certification, or Other Qualifications**

- None

### **WORKING CONDITIONS**

- General office environment

### **EQUIPMENT**

- Standard office equipment (e.g., telephone, printer, photocopier, fax machine, calculator)
- Computers and peripheral equipment (e.g., personal computer, computer terminals, hand-held computer, scanners)

### **PHYSICAL REQUIREMENTS**

- Ability to operate a personal computer and related equipment

## **KNOWLEDGE, SKILLS, ABILITIES, AND OTHER WORK REQUIREMENTS**

### **Knowledge**

Some knowledge of:

- \*writing and formatting styles and methods used in applicable publications
- publication design and printing
- \*applicable computer software packages

Knowledge of applicable City and department policies, procedures, rules and regulations

### **Skills**

- ACTIVE LEARNING - Understand the implications of new information for both current and future problem-solving and decision-making
- ACTIVE LISTENING - Give full attention to what other people are saying, take time to understand the points being made, ask questions as appropriate, and not interrupt at inappropriate times
- CRITICAL THINKING - Use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems
- JUDGEMENT AND DECISION MAKING – Consider the relative cost and benefits of potential actions to choose the most appropriate one.

### **Abilities**

- COMPREHEND ORAL INFORMATION - Listen to and understand information and ideas presented through spoken words and sentences
- SPEAK - Communicate information and ideas in speaking so others will understand
- COMPREHEND WRITTEN INFORMATION - Read and understand information and ideas presented in writing
- WRITE - Communicate information and ideas in writing so others will understand

### **Other Work Requirements**

- INITIATIVE - Demonstrate willingness to take on job challenges
- DEPENDABILITY - Demonstrate reliability and responsibility, and fulfill obligations
- ATTENTION TO DETAIL - Pay careful attention to detail and thoroughness in completing tasks
- ANALYTICAL THINKING – Analyze information and use logic to address work or job issues and problems; identify and sort facts as part of the legal analysis

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All employees of the City of Chicago must demonstrate commitment to and compliance with applicable state and federal laws, and City ordinances and rules; the City's Ethics standards; and other City policies and procedures.

The City of Chicago will consider equivalent foreign degrees, accreditations, and credentials in evaluating qualifications.

\* May be required at entry.