



Code: 1614

Family: Public Relations and Creative Arts
Service: Administrative
Group: Statistical, Technical and Analytical
Series: Real Estate and Legal

CLASS TITLE: PROOFREADER – CITY CLERK

CHARACTERISTICS OF THE CLASS

Under general supervision, performs proofreading functions and records minutes of City Council proceedings, and performs related duties as required

ESSENTIAL DUTIES

- Reads and edits proof copies of City Council Journal committee pamphlets and specialized publications in order to identify grammatical or typographical errors
- Verifies proof against original copy and makes notations of corrections
- Forwards marked proof for corrections and re-checks copy for accuracy
- Attends meetings of the City Council and its committees to record minutes of their proceedings
- Enters minutes of committee meetings into the records of the City Clerk's Office
- Compiles, records and summarizes motions, resolutions, ordinances and other proceedings for inclusion in the Council Journal;
- Notifies aldermen, civic organizations and other interested parties of upcoming City Council committee hearings
- Responds to inquiries from aldermanic offices, operating departments and the general public concerning council proceedings
- Assists in assembling and responding to requests from the public interested in addressing public hearings of council meetings
- Prepares vouchers for payment of printing costs related to the City Council Journal and other printed materials

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

- Two years of editing and proofreading experience; 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 computers, scanner)

PHYSICAL REQUIREMENTS

- No specific requirements

KNOWLEDGE, SKILLS, ABILITIES, AND OTHER WORK REQUIREMENTS

Knowledge

Knowledge of:

- *standards used in editing pieces of writing, including rules for checking typographical errors, grammar, spelling and punctuation
- *standard style guides used (e.g., The Chicago Manual of Style) in proofreading pieces of writing and publications for consistency and best practices
- principles and practices used in editing or revising pieces of writing, including checking for syntax and readability
- format used in preparing publications to document proceeding and actions of city council proceedings and meetings

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

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

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, responsibility, and dependability and fulfill obligations
 - ATTENTION TO DETAIL - Pay careful attention to detail and thoroughness in completing work tasks
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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.

City of Chicago
Department of Human Resources

Date: September, 2011