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

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.