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

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