



# New Mexico State Personnel Office

2600 Cerrillos Road  
Santa Fe, New Mexico 87505-0127

## Classification Description

### EDITORS

<b>Class Title</b>	<b>Class Code</b>	<b>Pay Band</b>	<b>Alt Pay Band*</b>
<b>Editors-B</b>	<b>J3041B</b>	<b>50</b>	
<b>Editors-O</b>	<b>J3041O</b>	<b>55</b>	
<b>Editors-A</b>	<b>J3041A</b>	<b>65</b>	

*\*In accordance with SPB Rule 1.7.4.10 NMAC, the assignment to alternative pay bands shall be reviewed annually to determine their appropriateness.*

### Occupation Description

Perform variety of editorial duties, such as laying out, indexing, and revising content of written materials, in preparation for final publication. Include technical editors.

### Nature of Work

Editors review, rewrite, and edit the work of writers. They also may do original writing. An editor's responsibilities vary with the employer and type and level of editorial position held. Editorial duties may include planning the content of books, journals, magazines, and other general-interest publications. Editors also review story ideas proposed by staff and freelance writers then decide what material will appeal to readers. They review and edit drafts of books and articles, offer comments to improve the work, and suggest possible titles. In addition, they may oversee the production of publications. In the book-publishing industry, an editor's primary responsibility is to review proposals for books and decide whether to buy the publication rights from the author.

### Distinguishing Characteristics of Levels

*Note: Examples of Work are intended to be cumulative for each progressively higher level of work. The omission of specific statements does not preclude management from assigning other duties which are reasonably within the scope of the duties.*

### Basic

- Employees in this Role assist in reviewing, rewriting, and editing the work of writers.

### Recommended Education and Experience for Full Performance

Associates Degree in English, Journalism, Creative/Technical Writing or related field and two (2) years of experience in print media publishing to include writing and/or editing.

### Minimum Qualifications

High School Diploma or GED and one (1) year of experience in print media publishing to include writing and/or editing.

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### Operational

- Employees in this Role plan document texts, technical journals, magazines, and other publications.
- Employees assist in the decision as to what materials will appeal to readers, determine which reporters are to be used, read and evaluate manuscripts submitted by freelance writers, proofread prints, answer questions about published material, may add and rearrange sentences to improve clarity or delete incorrect and unnecessary material, and use technical still photography techniques and methods to enhance copy.

### Recommended Education and Experience for Full Performance

Associates Degree in English, Journalism, Creative/Technical Writing or related field and four (4) years of experience in print media publishing to include writing and/or editing.

### Minimum Qualifications

High School Diploma or GED and two (2) years of experience in print media publishing to include writing and/or editing.

### Advanced

- Employees in this Role oversee the production of the publication, review of subject matter, and determine what is to be published.
- Employees are responsible for the daily operation of the news department, planning budgets and negotiating contracts; oversee contractors, conduct research for writers; verify facts, dates, and statistics; arrange for page layouts of articles, photographs, and advertising; compose headlines; prepare copy for printing; and use specialized or complex still photography techniques and methods to enhance copy.

### Recommended Education and Experience for Full Performance

Bachelor's Degree in English, Journalism, Creative/Technical writing or related field and four (4) years of experience in print media publishing to include writing and editing.

### Minimum Qualifications

Bachelor's Degree in any field and two (2) years of experience in print media publishing to include writing and/or editing.

### Knowledge and Skills

*Note: This information has been produced by compiling information and documentation provided by O\*NET. O\*NET™ is a trademark of the U.S. Department of Labor, Employment and Training Administration.*

### Knowledge

**English Language** — Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.

**Communications and Media** — Knowledge of media production, communication, and dissemination techniques and methods. This includes alternative ways to inform and entertain via written, oral, and visual media.

**Computers and Electronics** — Knowledge of circuit boards, processors, chips, electronic equipment, and computer hardware and software, including applications and programming.

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### Skills

**Reading Comprehension** — Understanding written sentences and paragraphs in work related documents.

**Writing** — Communicating effectively in writing as appropriate for the needs of the audience.

**Active Listening** — Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.

**Critical Thinking** — Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.

**Quality Control Analysis** — Conducting tests and inspections of products, services, or processes to evaluate quality or performance.

**Speaking** — Talking to others to convey information effectively.

**Judgment and Decision Making** — Considering the relative costs and benefits of potential actions to choose the most appropriate one.

**Time Management** — Managing one's own time and the time of others.

**Monitoring** — Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.

**Active Learning** — Understanding the implications of new information for both current and future problem-solving and decision-making.

**Statutory Requirements:** N/A

**Conditions of Employment:** Working Conditions for individual positions in this classification will vary based on each *agency's utilization, essential functions, and the recruitment needs* at the time a vacancy is posted. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.

**Default FLSA Status:** Non-Exempt. FLSA status may be determined to be different at the agency level based on the agency's utilization of the position.

**Bargaining Unit:** This position may be covered by a collective bargaining agreement and all terms/conditions of that agreement apply and must be adhered to.

**Established:** 07/07/2001

**Revised:** 5/08/2015 (min quals)

*\*Adapted from the United States Bureau of Labor Statistics and are intended to illustrate the typical education and experience required for this occupation.*

*Note: Classification description subject to change. Please refer to the SPO website [www.spo.state.nm.us](http://www.spo.state.nm.us) to ensure this represents the most current copy of the description.*