Office of the State Auditor

STAFF EDITOR

OSA Posting Number 2014-56

SALARY RANGE (Grade 11) CSA921: $41,862.95 to $62,794.95 (Commensurate with experience)

GENERAL STATEMENT OF DUTIES:

Provide editorial assistance to the Office of the State Auditor, including mechanical copyediting of reports for style, format, punctuation, spelling, typographical errors, etc., and substantive copyediting for consistency, OSA branding, presentation, fact-checking, logical flow, and unity. Assist auditors in outlining and drafting reports in which all the parts of an audit report required by government auditing standards are present and understandable. Make sure all work follows OSA editorial policies and standards.

SUPERVISION RECEIVED:

Work under the direct supervision of the Manager of Audit Editing under the jurisdiction of a Deputy State Auditor.

SUPERVISION EXERCISED:

None.

DUTIES AND RESPONSIBILITIES:

- Understand the OSA editorial process, including mechanical and substantive editing and the timeframes commensurate with each;
- Consistently apply rules of grammar, syntax, and spelling, as well as OSA rules of style;
- Format documents to conform to a consistent visual style, including charts, tables, and other graphic elements;
- Develop logical and defensible editorial recommendations regarding overall unity, logical flow, and presentation of audit attributes;
- Help auditors to outline and write reports that contain all the attributes required by government auditing standards;
- Work with auditors to clarify editorial or report presentation issues so that reports are understandable to a general audience;
- Manage time well and adhere to projected deadlines on assignments;
- Travel frequently to regional offices to work with auditors and audit teams; and
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

The successful candidate will possess and/or demonstrate the following:

Office of the State Auditor

STAFF EDITOR

- An undergraduate degree in English, Journalism, or a related field;
- A minimum of two to three years of editing or proofreading experience;
- Superior understanding of the rules of English grammar, punctuation, spelling and style;
- Strong interpersonal skills and ability to work cooperatively with report writers, Managers, Directors, and other OSA staff members;
- An ability to evaluate and edit the content, structure, and format of a range of written material; and
- Advanced skills with Microsoft Office, specifically Word and Excel (version 2007 or later).

Incumbent must also possess a valid class D driver's license.

PREFERRED QUALIFICATIONS:

Experience and expertise in the following areas will also be important considerations:

- Ability to synthesize contributions from multiple authors into a single clear report;
- Strong written communication skills;
- Familiarity with the requirements of the GAO's Government Auditing Standards;
- An understanding of the fundamentals of the audit process; and
- Knowledge of, or familiarity with, a variety of audit field concepts, practices, and procedures.

***No Phone Calls Please*:**
To apply, please submit an electronic copy of a cover letter and resume, no later than November 13, 2014 to OSA.applications@sao.state.ma.us when you apply, we invite you to submit a copy of the OSA's Voluntary Self Identification Form, with your resume.

The Office of the State Auditor is committed to providing equal employment opportunities. Employment actions such as recruiting, hiring, training, and promoting individuals are based upon a policy of non-discrimination. Employment decisions and actions are made without regard to race, color, gender, religion, age, national origin, ancestry, sexual orientation, gender identity and expression, disability, military status, genetic information, political affiliation, or veteran's status.