



Office of the State Auditor

SENIOR STAFF EDITOR

OSA Posting Number 2015-23

SALARY RANGE (Grade 12) CSA920: \$46,048.94 - \$69,073.93 (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 general supervision of the Manager of Audit Editing or appropriate Audit Manager or 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.
- Help auditors to outline and write reports that contain all the attributes required by government auditing standards.
- Lead editing sessions to revise reports and incorporate feedback from multiple parties in a single meeting.
- Work with auditors on using plain language, graphic elements, and other techniques to ensure that reports are understandable to a general audience.
- Lead meetings and phone/web conference calls with audit teams, editors, and the Deputy Auditor to resolve questions on reports and incorporate input from all parties.
- Assist as needed with developing and/or updating templates, boilerplate language, training materials, and other documentation maintained by the Editing Assistance Unit.
- Train and assist auditors as needed with OSA report templates, style, procedures, and version control.
- Manage time well and adhere to projected deadlines on assignments.
- Travel frequently to regional offices to work with auditors and audit teams.
- Perform other duties as assigned.



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MINIMUM QUALIFICATIONS:

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

- An undergraduate degree in English, journalism, or a related field.
- A minimum of three to five 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 personnel.
- An ability to evaluate and edit the content, structure, and format of a range of written material.
- Proficiency in Microsoft Office, specifically Word and Excel.
- Effective planning and scheduling skills.
- An understanding of the fundamentals of the audit process.

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 requirements of the Government Accountability Office's Government Auditing Standards.
- 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 August 16, 2015 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.