



OFFICE OF THE STATE AUDITOR

STAFF EDITOR Boston Office

OSA Posting Number 2021-08

SALARY RANGE (Grade 11) CSA921: \$50,229.21 to \$75,344.43 (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:

The Staff Editor will perform the following work:

- understanding the OSA editorial process, including mechanical and substantive editing and the timeframes commensurate with each;
- consistently applying rules of grammar, syntax, and spelling, as well as OSA rules of style;
- formatting documents to conform to a consistent visual style, including charts, tables, and other graphic elements;
- developing logical and defensible editorial recommendations regarding overall unity, logical flow, and presentation of audit attributes;
- helping auditors outline and write reports that contain all the attributes required by government auditing standards;
- working with auditors to clarify editorial or report presentation issues so that reports are understandable to a general audience;
- managing time well and adhering to projected deadlines on assignments;
- performing other duties as assigned.

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 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;



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- 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 2013 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.
- traveling frequently to regional offices to work with auditors and audit teams.

No Phone Calls Please:

To apply, please submit an electronic copy of a cover letter and resume, no later than **February 26, 2021** via the MassCareers website: [Click Here](#)

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.