



# Office of the State Auditor

## STAFF EDITOR

OSA Posting Number 2012-23

**SALARY RANGE: \$40,000 - \$60,000 (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. Makes sure all work follows OSA editorial policies and standards.

### **SUPERVISION RECEIVED:**

Work under the direct supervision of the Managing Editor or appropriate Audit Manager 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, spelling, and OSA rules of style, ensuring that audit findings contain all necessary attributes;
- Develop logical and defensible editorial recommendations regarding overall unity, logical flow, and presentation of audit attributes;
- Utilize accurate and timely proofreading skills;
- Prepare author query sheets that identify editorial or report presentation issues requiring clarification;
- Manage time well and adhere to projected deadlines on assignments;
- Frequent travel to regional offices required
- Perform other duties as assigned.

### **MINIMUM QUALIFICATIONS:**

*The successful candidate will possess and/or demonstrate:*

- An undergraduate degree in English, Journalism, or related field;
- Minimum of two to three years of editing or proofreading experience;
- Superior understanding of the rules of English grammar, punctuation, spelling and style;



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- Strong interpersonal skills and ability to work cooperatively with report writers, Managers, Directors, and other OSA staff;
- Ability to evaluate and edit the content, structure, and format of a range of written material;
- Proficiency in Microsoft Office, specifically Word and Excel; and
- 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; and
- Familiarity with requirements of the GAO's Government Auditing Standards
- Knowledge or familiarity with a variety of audit field concepts, practices, and procedures.

Please submit your cover letter and resume electronically, no later than July 31, 2012 to [OSA.applications@sao.state.ma.us](mailto:OSA.applications@sao.state.ma.us), referencing Posting Number 2012-23 in the subject line.

*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.*