

PUBLICATIONS ASSISTANT I**NATURE OF WORK**

This is stenographic and clerical work assisting in the editing and production of publications.

Work includes the initial typing of author's manuscript, proofreading of typewritten copy to detect errors, and typing the necessary corrections. Work also includes maintaining mailing lists, forwarding promotional materials and answering enquiries regarding Publication unit activities. Work is performed under general supervision and is reviewed by observation of results.

ILLUSTRATIVE EXAMPLES OF WORK

Types preliminary copy of manuscript; proof-reads typewritten copy for typographical errors such as misspelled words, improper spacing, missing words and missing lines; types necessary corrections.

Maintains mailing lists; mails out promotional materials according to mailing list.

Provides information to persons who telephone or visit the Publication unit on books in print and current activities; transacts over the counter sales of publications and maintains sales records.

Performs typing and clerical duties related to the receiving and recording of printers shipments and the processing of book orders.

Performs related work as required.

REQUIREMENTS OF WORK

Experience in proof-reading, stenographic and general clerical work; graduation from high-school including or supplemented by courses in business education and typing or any equivalent combination of experience and training which provides the following knowledge, abilities and skills:

Knowledge of business and literary English, spelling, punctuation and arithmetic.

Knowledge of the principles and practices of proof-reading.

Knowledge of University organizations, policies, rules and regulations.

Knowledge of modern office equipment and of filing systems and procedures.

Some knowledge of the policies, regulations, procedures and services of the Publication unit.

Some knowledge of the specialized terminology used in the assigned typing and transcription work to ensure accurate transcription.

Ability to deal with enquiries regarding publications.

Ability to deal with public tactfully and courteously and to work harmoniously with authors and other employees.

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