

### **TECHNICAL PUBLICATIONS EDITOR**

**DEFINITION:** Under general direction, performs work of considerable difficulty in selecting, editing, developing, and writing highly specialized technical material; maintains quality control on reports produced by staff ensuring factual and accurate information; performs related work as assigned.

**ESSENTIAL FUNCTIONS:** This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.

#### **TASKS:**

Produces technical and scientific materials; edits articles, journals, technical reports, papers and related documents involving highly specialized, scientific, and/or non-English language; edits and produces camera ready copy of printed materials for publication including books, manuscripts, articles and papers; oversees production schedules to ensure completion of set deadlines; performs research in order to accurately edit, prepare and produce technical documentation; maintains appropriate databases and/or files; formats and produces complex computer generated forms, tables, and graphs; instructs others on formatting, design methods.

Serves as a liaison between unit and authors, printers and publishers; locates peer reviewers and mediates between review and author; develops policies and procedures related to identification and treatment of cultural resources to human remains; assists authors to organize their data and makes suggestions as to methods of presentation; keeps abreast of the pertinent professional journals, magazines and trade publications in the field and nature of articles accepted by such publication; provides formal/informal training on technical writing and other program related activities.

#### **KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:**

Knowledge of relevant technology used for document presentation and to solve a variety of publishing problems including process improvement methods and approaches.

Knowledge of planning and scheduling techniques.

Knowledge of printing procedures.

Skill in developing and preparing manuscript copy for printing and reproduction.

Skill in evaluating and editing content, structure and format of a range of written material.

Skill in developing design and layout of materials to be published.

Skill in the use of library and other research resources.

**PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT:** Work involves a minimum of physical effort in an office setting.

**MINIMUM QUALIFICATIONS:** A Bachelor's degree in Physical, Biological, Archaeological, Social Science, Journalism, Creative Writing, English Literature or closely related field; and four (4) years of experience in editing, technical writing in administrative, professional, investigative, technical and other work that requires ability to analyze data and present pertinent facts in written form; or an equivalent combination of education, training, and experience which provides the capabilities to perform the described duties.

Depending upon the needs of the Nation, some incumbents of the class may be required to demonstrate fluency in both the Navajo and English languages as a condition of employment.