

**PUBLICATIONS ASSISTANT II****NATURE OF WORK**

This is advanced stenographic and clerical work assisting in the editing, production and distribution of publications for the Publication Unit.

Work of this class involves responsibility for typing edited manuscripts and consulting with authors and the text editor in preparation of manuscripts for the printers. Work also includes checking printer's galley proofs, maintaining records of sales, preparing statistical reports and participating in the day to day activities of the publication programme. Work is performed under general supervision and is reviewed by administrative and technical superiors for adherence to Publication Unit procedures and for accuracy of the finished product.

**ILLUSTRATIVE EXAMPLES OF WORK**

Types edited copy of manuscript from the Text Editor; proofreads typewritten copy for typographical errors and consistency of style, form and punctuation of footnotes, bibliographies and indexes.

Prepares manuscript by lining tables and pasting in pictures; reviews dummy layout with Text Editor; duplicates manuscript for file purposes and forwards original to printer.

Receives and reviews printer's galley proofs and negatives for typographical errors and makes corrections; transfers author's corrections and personal corrections to a master set of proofs; returns master set of proofs to printer; maintains records of various printing jobs.

Receives, records and files orders for books; prepares receipts for monies received; maintains inventory records; prepares statistical records on number of books printed and sold.

Participates in the publications work related to the preliminary typing of manuscripts, over the counter sales, maintenance of records, maintenance of mailing lists, and the physical handling of book shipments.

Performs related work as required.

**REQUIREMENTS OF WORK**

Considerable experience in proofreading, 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:

Considerable knowledge of business and literary English, spelling, punctuation and arithmetic.

Considerable knowledge of the principles and practices of proofreading.

Considerable knowledge of University organizations, policies, rules and regulations.

Considerable knowledge of modern office equipment and of filing systems and procedures.

Knowledge of the policies, regulations, procedures and services of the Publications Unit.

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

Ability to perform extremely careful reviewing and editing of printed materials.

Ability to maintain complex clerical records and prepare statistical reports.

Ability to deal with enquiries regarding publications.

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

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**1993.02.03**

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