

HISTORICAL PUBLICATIONS EDITOR II

This is professional work editing publications of scholarly and historical education quality. Under the supervision of the Historical Publications Administrator or a Historical Publications Editor III, employees apply historical knowledge and editorial expertise to the preparation of manuscripts, original documents, or other materials for publication. At this level, employees typically appraise, select, and edit materials for documentary books which have been assigned: some employees assigned to this level may perform as an associate editor on larger projects. Other editorial projects may be assigned such as soft cover books, pictorials, journals or magazine-format publications, or other printed matter. Depending on the project, employees may be expected to perform original research, compile subentry indices, and write annotations, introductions, short histories, captions, or information for dust covers. Work is reviewed by the timely completion of and the accuracy of the edited work.

I. DIFFICULTY OF WORK:

Variety and Scope - Work does not vary much over the course of a year, because projects can take six months to several years to complete. The work is detailed in terms of scrutiny for grammatical and syntactical errors, but the subject knowledge detail may range from an in-depth look at a historical period to a broad overview of various topics in North Carolina or Southern history. Developed projects are assigned as other projects are finished. Typically, editors are assigned a documentary book which is a longer project, although soft cover books or other shorter projects may be scheduled into the workload.

Intricacy - Projects vary greatly in terms of the amount of original research, illustration, or number of formats that may be required. Some projects are pictorials and may require more aesthetic judgment on the part of the editor while quarterly publications have a tight schedule which requires consistently accurate editorial skills and creative formatting so that the volumes are visually interesting as well as historically accurate.

Subject Matter Complexity - Work requires general knowledge of American and North Carolina history as well as a good understanding of editorial standards. Proficiency in research skills is more important than strict subject knowledge. Employees become very familiar with the topics of the materials that are being edited. The depth of research required to complete a project depends on several factors such as the amount of captioning or annotation needed to identify photographs or clarify documents, the relative availability of archival collections with sources appropriate to the topic, and any time considerations which would be affected by additional research.

Guidelines - Standard reference works such as dictionaries, atlases, gazetteers, thesauruses, and grammar manuals are used to determine answers which are not addressed in the Historical Publications style manual or the governing manual used for a specific project.

II. RESPONSIBILITY:

Nature of Instructions - Because of the professional nature of the work, employees receive general to limited supervision. Editors work on projects of varying length and depth of research, so work is typically reviewed as necessary.

Nature of Review - Because the work is detailed and exacting, the review is typically a read-through. However, most work is reviewed in the copy edits, the galley proofs, and the blue line stages, so that any errors beyond that would be found after the book was in print. Work may be evaluated by the completion of work by deadlines.

Scope of Decisions - This factor varies from project to project. Some positions assigned to this classification are responsible for the content of a publication from manuscript or papers through the first printing. Other positions do not perform the selection of material but exercise other editorial judgements through the course of editing.

Consequence of Decisions - The employee is held responsible for the work in print. Errors in print could cause embarrassment to the division if the error were in regards to a historical fact rather than a misspelling or grammatical error. The error would not be correctable in the first printing, but could be modified if the work made it to a second printing. Errors could affect the recounting of North Carolina history on some scope.

III. INTERPERSONAL COMMUNICATIONS:

Scope of Contact - Communication is typically limited to staff, contributing writers or editors, printers, and archivists.

Nature and Purpose - Contact may be to gather additional information from an authority, to negotiate changes with a writer or editor, or to clarify instructions with a printer.

IV. OTHER WORK DEMANDS:

Work Conditions - Work is performed in a typical office setting although work may involve performing research at local, state, or regional archives.

Hazards - Occasional travel in inclement weather may be required.

V. RECRUITMENT STANDARDS:

Knowledges, Skills, and Abilities - Considerable knowledge of American and North Carolina history, primary and secondary reference sources, research standards, editorial standards, and style standards. Skill in verbal and written communication. Ability to gather historical facts, analyze and verify their importance, and to document the information.

Minimum Training and Experience Requirements - A Master's degree in history or related field and two years of experience in a profession requiring research and/or editing as a major job skill; or an equivalent combination of training and experience.

Special Note - This is a generalized representation of positions in this class and is not intended to identify essential functions per ADA. Examples of work are primarily essential functions of the majority of positions in this class, but may not be applicable to all positions.