

HISTORICAL PUBLICATIONS EDITOR III

This is professional work editing publications of scholarly and historical education quality. Under the limited supervision of the Historical Publications Administrator, employees apply historical knowledge and editorial expertise to the preparation of manuscripts, original documents, or other materials for publication. At this level, employees typically supervise Historical Publication Editors I and II involved in a major project such as the Colonial Records project or the Civil War Roster which requires original research and supervision of staff. Employees appraise, select, and edit materials for documentary books which have been assigned. This level also recognizes managing editor positions where reprints and updated versions are produced according to sales needs. Employees are expected to perform original research, make work assignments to permanent staff, and write annotations, introductions, overviews, captions, or 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 several years to complete. The work is detailed in terms of scrutiny for grammatical and syntactical errors, but the subject knowledge typically involves an in-depth study of a historical period. Projects assigned are extensive and typically require the supervision of researchers and editors.

Intricacy - Projects are documentaries of considerable depth and require that original research and verification be performed. Work requires supervising Historical Publication Editors dedicated to the project.

Subject Matter Complexity - Work requires a general knowledge of American and North Carolina history as well as a good understanding of editorial standards. Proficiency in research skills is critical. Employees evaluate competence of and timeliness of work produced by staff. 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. Personnel policies govern the supervision of staff.

II. RESPONSIBILITY:

Nature of Instructions - Because of the professional nature of the work, employees receive limited supervision. Editors typically work on lengthy projects and determine the depth of research and editorial style to be followed by subordinates. 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 - Positions assigned to this classification are responsible for the content of a publication(s) from manuscript or uncompiled papers through the first printing. For managing editor

positions, the employees may not perform the selection of material but exercise other editorial judgments such as making corrections or other changes through the course of editing for reprinting or adding additional materials.

Consequence of Decisions - The employee is held responsible for the work in print. Errors in print could cause some 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, Skill, 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, employee motivation, and employee evaluation. Ability to gather historical facts, analyze and verify their importance, and to document the information.

Minimum Training and Experience Requirements - Master's degree in history or related field and five 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.