

ALI POSITION DESCRIPTION

TITLE: Editor
DEPARTMENT: Publications
REPORTS TO: Editorial Manager
FLSA STATUS: Exempt

SUMMARY: Under the general direction and supervision of the Editorial Manager, proofread and copyedit project drafts, official texts, and other materials and prepare them for publication.

ESSENTIAL DUTIES:

Proofread and copyedit project drafts and official texts before publication, with particular attention to maintaining a consistent ALI style.

Work with other editors in the department to coordinate the level and scope of editing of project drafts and the consistency of guidance to project Reporters regarding ALI style.

Communicate with Reporters regarding edits and other changes to drafts and texts.

Prepare or review covers and front matter for publications.

Maintain and update lists of project participants and Council members for publications.

Prepare or review comparative versions of drafts.

Assist with assembling, editing, and preparing Annual Meeting proceedings for publication.

As requested, review or proofread written communications or other materials, such as newsletters and annual reports.

Maintain a general awareness of ALI projects and publications so as to provide reference services.

As requested, perform research and provide information about ALI publications and projects.

If requested, attend project meetings, Annual Meetings, or Council meetings, performing any duties assigned.

Perform any other duties requested by the Editorial Manager, Associate Deputy Director, or Deputy Director.

QUALIFICATIONS:

EDUCATION and EXPERIENCE:

Law degree from an accredited law school; experience in editing legal copy in accordance with a style guide and in applying the guidelines of *The Bluebook* and *The Chicago Manual of Style*. Experience in copyediting and proofreading legal treatises for publication is preferred.

LANGUAGE and TECHNICAL SKILLS:

Strong proofreading and copyediting skills. Excellent command of written English and its grammar and vocabulary. Excellent communication skills, including the ability to communicate clearly, concisely, and effectively, particularly in writing. Ability to follow and comprehend legal discussion and writing. High level of proficiency in the use of Microsoft Word, Adobe Acrobat, and the internet. Proficiency with Westlaw and LexisNexis.

OTHER SKILLS and ATTRIBUTES:

Excellent attention to detail. Resourcefulness in finding solutions to issues not covered by written guidelines or instructions. Ability to: (a) work independently, as well as part of a team; (b) organize, prioritize, and perform multiple tasks while meeting deadlines; (c) work efficiently under pressure; and (d) exercise good judgment, diplomacy, and tact, particularly when suggesting edits to others. Ability to be flexible with working hours when necessary to meet deadlines. Ability to travel to meetings (primarily Northeast corridor (NY-DC)) a few times a year if needed.

The information included in this position description is designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or to be interpreted as a comprehensive inventory of all duties, responsibilities, qualifications, and objectives required of employees assigned to this job.

Employee: _____ Date: _____

Immediate Supervisor: _____ Date: _____

Human Resources: _____ Date: _____