781 Elmgrove Road Rd, Rochester, New York 14624; 585-328-1810
855-436-2633; Fax: 585-328-8189; www.generalcode.com

TITLE: Associate Editor (Editor-in-Training)
DEPARTMENT: Codification Operations
REPORTS TO: Supplementation Manager
CLASSIFICATION: Full Time Non-exempt

GENERAL DESCRIPTION OF POSITION:

The primary focus of this position is to work under the direction of a Senior Editor trainer to codify and edit municipal law consistent with established styles and standards. After completing the training requirements and successfully demonstrating competence, the Associate Editor will receive Editor Certification and complete similar tasks independently.

ESSENTIAL RESPONSIBILITIES OR TASKS PERFORMED:

- Identify and sort Code from non-Code legislation
- Identify missing legislation
- Request electronic files, missing documents and missing information from the client
- Incorporate amendments and include historical annotations
- Create chapter, article and section titles
- Add editor's notes and general references
- Edit content for style, grammar and internal organization
- Identify conflicts within new legislation and between existing laws and new legislation
- Check statutory references

QUALIFICATIONS & KEY COMPETENCIES:

- Bachelor's degree in English, journalism, history or political science or demonstrated equivalent experience/skill
- Ability to work on-site at General Code's facility
- Excellent written and verbal communication skills
- Excellent reading comprehension, memory and attentiveness to detail
- Superior analytical and organizational skills
- Editing, technical writing or legal experience a plus
- Personal values that match our corporate values

WORK ENVIRONMENT AND PHYSICAL DEMANDS:

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to stand; walk; and use hands/fingers to handle or feel. Employee will occasionally lift up to 10 lbs.