

ALI POSITION DESCRIPTION

TITLE: Editor
DEPARTMENT: ALI Publications
REPORTS TO: Publications Director [Associate Deputy Director]
FLSA STATUS: Exempt

SUMMARY: Under the general direction and supervision of the Publications Director, edits project drafts, official texts, and other materials and prepares them for publication.

ESSENTIAL DUTIES:

Proofread and edit project drafts and official texts before publication, with particular attention to conforming to 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 covers and front matter for publications.

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

Prepare comparative versions of drafts.

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

As requested, (a) perform research and provide historical information about the Institute, its work, and its members, and (b) write or proofread descriptions of the Institute's projects, publications, or procedures.

As requested, attend and assist at project meetings, Annual Meetings, or Council meetings and prepare summaries of discussions or actions taken on projects.

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

QUALIFICATIONS:

EDUCATION and EXPERIENCE:

Law degree from an accredited law school; experience in editing copy in accordance with a style guide.

LANGUAGE and TECHNICAL SKILLS:

Strong proofing and copyediting ability. 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. Familiarity with the rules of *The Bluebook* and *The Chicago Manual of Style*. Ability to follow and comprehend legal discussion and writing. Competency in the use of Windows-based computers, Microsoft Office, Adobe Acrobat, Workshare Compare or other document-comparison software, and the internet. Proficiency with Westlaw and LexisNexis.

OTHER SKILLS and ATTRIBUTES:

Excellent attention to detail. Ability to: (a) work independently, as well as part of a team; (b) organize, track, and perform multiple tasks while meeting deadlines; (c) work efficiently under pressure; (d) anticipate and recognize problems and offer solutions; and (e) exercise good judgment, diplomacy, and tact, particularly when suggesting edits to others. Ability to be flexible with working hours, including working early in the morning, late in the evening, and on weekends if necessary to meet deadlines. Ability to travel to meetings (primarily Northeast corridor (NY-DC)) as 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.