



Code: 0770
Family: Public Relations and Creative Arts
Service: Administrative
Group: Accounting and General Office
Series: Program Services

CLASS TITLE: INDEX EDITOR

CHARACTERISTICS OF THE CLASS

Under general supervision, functions as a first line supervisor in the Research and Index section of the Office of the City Clerk, responsible for the management of legal documents and the creation of indexes for various publications including the Journal of Proceedings of the City Council, and performs related duties as required

ESSENTIAL DUTIES

- Supervises staff engaged in the review, tagging and classification of legal documents , legislative proposals, city council documents or other matters received and filed with the Office of the City Clerk in order to track and reference documents
- Oversees the receipt, maintenance and cataloguing of documents filed with the Office of the City Clerk , including committee meeting notices, agendas, and quarterly reports
- Attends City Council meetings and directs staff engaged in collecting, tagging and routing of documents during meetings to ensure the proper and efficient flow of documents between officials and/ or submission or transmittal to the Office of the City Clerk
- Establishes and implements work procedures and processes to ensure the timely and accurate proper tracking, cataloguing, recording and retrieval of all documents
- Trains and oversees staff in identifying and preparing key information contained in legal documents for entry and inclusion in a database used for tracking, researching and indexing of documents
- Directs and trains staff in the review, collection and distribution of data pertinent to city council legislation, meetings and associated activities
- Prepares and proofreads draft copies of the Journal of Proceedings, Legislative Index and companion publications against original materials to ensure accuracy of content
- Oversees the preparation, compilation and editing of legislative data for structure and clarity and to ensure format, content, arrangement, style and utility meets specifications
- Prepares and edits indices, glossaries and directories for City Council documents and publications including monthly and annual Legislative Indexes for the Journal of Proceeding of the City Council
- Conducts research of Legislative Indexes, database records and archived records maintained by Office of the City Clerk in response to information requests from city officials, freedom of information requests and general inquiries
- Communicates with city officials, city departments and other agencies regarding the exchange or transfer of legislative documents
- Oversees filing and arrangement of original documents in secured on-site vaulted area

NOTE: *The list of essential duties is not intended to be inclusive; there may be other duties that are essential to particular positions within the class.*

MINIMUM QUALIFICATIONS

Education, Training, and Experience

- Graduation from an accredited college or university with a Bachelor's degree in Journalism, English, Library Science or a directly related field, plus one year of work experience in the areas of research, desktop publishing, records management , writing and/or editing; or an equivalent combination of education, training and experience

Licensure, Certification, or Other Qualifications

- None

WORKING CONDITIONS

- General office environment

EQUIPMENT

- Standard office equipment (e.g., telephone, printer, photocopier, fax machine, calculator)
- Computers and peripheral equipment (e.g., personal computer, computer terminals, hand-held computer, modems, scanners)

PHYSICAL REQUIREMENTS

- No specific requirements

KNOWLEDGE, SKILLS, ABILITIES, AND OTHER WORK REQUIREMENTS

Knowledge

Knowledge of:

- writing and formatting styles and methods used in applicable publications
- desktop publishing packages, scanners and other electronic communications equipment
- software tools for indexing (i.e. standalone, dedicated) and methodologies used for indexing (i.e. embedded, tagging)
- software packages with indexing tools (i.e. Microsoft Word)
- research methods and procedures

Knowledge of applicable City and department ordinances, policies, procedures, rules, regulations, and ordinances

Skills

- *COMMUNICATION - Excellent oral and written communication skills
- *ACTIVE LEARNING - Understand the implications of new information for both current and future problem-solving and decision-making
- *ACTIVE LISTENING - Give full attention to what other people are saying, take time to understand the points being made, ask questions as appropriate, and not interrupt at inappropriate times
- *CRITICAL THINKING - Use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems
- *COORDINATION WITH OTHERS - Adjust actions in relation to others' actions

Abilities

- COMPREHEND ORAL INFORMATION - Listen to and understand information and ideas presented through spoken words and sentences
- SPEAK - Communicate information and ideas in speaking so others will understand
- COMPREHEND WRITTEN INFORMATION - Read and understand information and ideas presented in writing
- WRITE - Communicate information and ideas in writing so others will understand
- MAKE SENSE OF INFORMATION - Quickly make sense of, combine, and organize information into meaningful patterns
- ORGANIZE INFORMATION - Arrange things or actions in a certain order or pattern according to a specific rule or set of rules (e.g., patterns of numbers, letters, words, pictures, mathematical operations)

Other Work Requirements

- PERSISTENCE - Persist in the face of obstacles on the job
- INITIATIVE - Demonstrate willingness to take on job challenges
- DEPENDABILITY - Demonstrate reliability, responsibility, and dependability and fulfill obligations
- ATTENTION TO DETAIL - Pay careful attention to detail and thoroughness in completing work tasks

All employees of the City of Chicago must demonstrate commitment to and compliance with applicable state and federal laws, and City ordinances and rules; the City's Ethics standards; and other City policies and procedures.

The City of Chicago will consider equivalent foreign degrees, accreditations, and credentials in evaluating qualifications.

* May be required at entry.

City of Chicago
Department of Human Resources

Date: July, 2010