UNCLASSIFIED//NONE//NONE

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WORK ROLE: 27AC

WORKROLE TITLE: Editor

WORKROLE DESCRIPTION:

Editors produce and edit documents for accuracy, completeness, organization, content and compliance with language, style, publication, format, and presentation standards. They process and disseminate documents in many hardcopy, softcopy, and web formats ensuring compatibility with a variety of computer systems and telecommunications networks. Editors format documents, verifying portion markings and overall classification of intelligence products. They also write reports, briefings, articles, and procedures.

ODNI CORE COMPETENCIES FOR ALL EMPLOYEES OF THE INTELLIGENCE COMMUNITY:

Adaptability	Building Professional/Technica	Continual Learning
Creative Thinking	Enterprise Perspective	Exploring Alternatives
Influencing/Negotiating	Information Sharing	Interpersonal Skills
Multi-media Communication	Oral Communication	Policy and Directives
Resource Management	Respect for Diversity	Situational Awareness
Synthesis	Written Communication	

WORKROLE FUNCTIONAL COMPETENCIES:

Skills

Advising/Consulting	Customer Service	Data Management
Negotiation	Process Analysis and Improveme	Quality Assurance
Research/Information Gathering	Standards/Policies Management	

Knowledges

Basic writing principles	Editing techniques	Ethical conduct Gvt employees
Information organization prins	Media production processes	NGA doc & pub prcdrs
NGA org, missions, & vision	NGA products and services	NGA security plcy & prcds
NGA standard file name convts	NGA writing stds, style, fmts	Proofreading techniques
Quality control & inspec prcds		

EDUCATION/LICENSES/CERTIFICATIONS:

A. Education: Bachelor's degree in Communications, English, Journalism, or a related field. -OR- B. Combination of Education and Experience: A combination of education in any area listed in option A and experience that demonstrates the ability to successfully perform the duties associated with this work. As a rule, every 30 semester (45 quarter) hours of college work is equivalent to one year of experience. Candidates should show that their combination of education and experience totals to 4 years.

ENVIRONMENTAL/PHYSICAL REQUIREMENTS: