

Job Description and Standards of Performance

<u>Position Title:</u> Clerk II	<u>Affiliation:</u> PNG
<i>Specialization: Editorial On-line Asst</i>	
<u>Department:</u> MaineToday.com	<u>Department #:</u>
<u>Date Updated:</u> 6/6/07	<u>Updated by:</u> Michaud
	<u>Job Code #:</u> 42N023

Position Purpose/Objective:

The online assistant produces a variety of information packages and supports the executive producer and other producers as needed. These packages broaden the online product with accurate and timely information in all areas including sports, entertainment, news, travel, outdoors and classifieds. The assistant researches, reformats and reassembles information following online style and policies and deals with details on a daily basis. The assistant also works with members of the community who submit content to the site.

All core duties are listed before supporting duties. The relative importance of duties relates to the anticipated impact of that duty to the business, department, customer, and/or product.

Position Duties	Meets Expectations When:
Reformats or converts in-house or outside content into online content packages. CORE	Material appears online in an accurate and timely fashion and follows online and newsroom style and policies. Grammar, spelling and coding are correct. Material is efficiently collected and prepared for publication. Deadlines are met.
Contacts outside content suppliers for information, such as (listings, statistics, schedules, contact information, etc.) for editorial content packages. CORE	Material is gathered efficiently, accurately and deadlines are met.
Provides support to the online staff, including but not limited to: converting content from print publishing system, gathering content from other sources, formatting or re-formatting text or graphics. CORE	Information packages follow online style and policies, are accurate, and meet all deadlines.
Assists producers with coordinating the submissions of regular content contributors (e.g. bloggers, community members, events posters, etc.)	Submissions are timely, complete and accurate.

Supporting	
Understands and effectively uses the editorial computer system Supporting	Works with basic formats and uses functions available to streamline processes. Effectively uses library archives.
Understands and uses references such as the Newsroom Policy Manual, AP and Press Herald stylebooks . Demonstrates knowledge of libel and privacy law. Supporting	Copy follows correct style and procedures.
Other related duties as assigned Supportive	Additional duties are performed in a timely and accurate manner.

Required Education and/or Experience/Knowledge:

High School education is required.

Required Skills:

Typing speed of 45 words per minute.

Demonstrated ability to work in a variety of software programs.

Communications background is helpful.

Excellent vocabulary, spelling and use of English grammar required.

Good interpersonal skills, with ability to tactfully acquire information and create a good impression.

This position reports to:

Executive Producer