

GOVERNMENT OF TRINIDAD AND TOBAGO

JOB DESCRIPTION

CONTRACTUAL POSITION

JOB IDENTIFICATION:

POSITION TITLE:	<u>PROOF READER (I)</u>
MINISTRY/DEPARTMENT:	<u>MINISTRY OF LEGAL AFFAIRS</u>
LOCATION: - DIVISION/SECTION:	<u>LAW REVISION COMMISSION</u>

JOB SUMMARY:

This job requires the incumbent to...Proof reads the revised Laws and Subsidiary Legislation of Trinidad and Tobago to ensure that the computer printout is an exact reproduction of the author's hard copy. The incumbent in so doing is required to detect and correct errors such as incorrect – spelling, punctuation and grammar. Attention is also paid to adherence to the style of house, layout, factual information, current trends or omissions.

REPORTING RELATIONSHIPS

REPORTS TO: CHAIRMAN, LAW REVISION COMMISSION

SUPERVISION GIVEN TO: NOT APPLICABLE

DUTIES AND RESPONSIBILITIES:

Detects and corrects errors in-

- Syntactical structure, word usage and formatting;
- Spelling, punctuation and capitalization;
- Plurals, numbers and pagination;
- Topography and grammar;
- Cross references in respect of clause, sub-clause, section, sub-section and paragraphs;
- Duplication of spelling and words; sections, sentences or paragraphs.

Proofreads the Revised Laws and Subsidiary Legislation of Trinidad and Tobago to ensure that the proof or computer printout is an exact reproduction of the author's copy or hard copy
Detects, marks and corrects errors on computer printout of the amended laws
Ensures that amendments to laws have been inserted in computer printouts
Acts as Copy Holder and Reader to senior proof readers
Assists the Proof Reader II with the filing and management of the various proofread copies
Performs other related duties as may be required

KNOWLEDGE, SKILLS, ABILITIES:

Advanced knowledge of the English Language and Grammar
Advanced knowledge of the principles, practices and methods of Proof Reading

EXPERIENCE AND TRAINING:

General proficiency in English Language and Grammar
Two (2) to three (3) years experience in proofreading legislation.
Certification in proofreading from a recognized institution would be an asset