

# GLODOCS Proofreader I

**Department:** GLODOCS

**Organizational Relationship:** Reports to the GLODOCS Supervisor – Proofreading Services

**FLSA Status:** Non-Exempt

**Last Updated:** December 11, 2024

## **General Summary:**

The GLODOCS Proofreader is responsible for ensuring the accuracy of department work product, including revisions, original input, and conversions. The GLODOCS Proofreader also checks grammar, syntax, spelling, style, and formatting in assigned documents, and recommends changes to ensure clarity.

## **Essential Duties and Responsibilities:**

“Essential duties” are those that an individual must be able to perform with or without reasonable accommodation.

1. Proofreads department work product for accuracy
2. Examines documents for correct and consistent formatting
3. Proofreads documents for adherence to style guides
4. Corrects spelling, grammar, and punctuation errors, and suggests alternatives to awkward syntax
5. Inputs text edits in MS Office Applications
6. Inputs textual proofreading edits in Word using the Track Changes function
7. Annotates PDFs using the Adobe Acrobat comment tools and/or a stylus and organizes pages
8. Effectively communicates regarding deadlines and provides accurate and timely completion of assignments and inquiry responses
9. Provides support to other proofreaders as needed and participates in training new hires
10. Utilizes Litera Compare and Contract Companion to ensure accurate work product
11. Utilizes the Document Management System (DMS) and local network drive locations
12. Utilizes ServiceNow to record tasks
13. Takes an active role in keeping current with the L&W Business Development (BD) editorial style guide
14. Takes an active role in keeping current with GLODOCS procedures
15. Attends proofreading meetings and contributes to agenda points

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16. Assists with special projects
17. Promotes effective work practices, works as a team member, and shows respect for co-workers

## Position Specifications

### *Education*

- High School diploma or equivalent required
- Bachelor's degree in English or related field preferred

### *Work Experience*

- A minimum of two years' relevant experience required, preferably at a professional services organization

### *Knowledge, Skills & Abilities*

- Core level knowledge and correct application of proofreading symbols
- Ability to edit documents on-screen
- Excellent communication skills, both oral and written
- Excellent language skills, including reading, grammar, spelling, and vocabulary
- Knowledge of the differences between American and British English spelling conventions
- Ability to identify correct legal format and terminology
- Ability to develop knowledge of Latham & Watkins Word templates and styles, and the L&W tab
- Ability to develop knowledge of DocXtools and GLODOCS Word macros
- Excellent attention to detail
- Core level knowledge of Windows and Microsoft Office
- Well-developed and professional interpersonal skills; ability to interact effectively with people at all organizational levels of the firm
- Ability to work in a team environment with a customer-service focus
- Organizational skills needed to manage time efficiently, prioritize effectively, and handle multiple deadlines
- Ability to handle confidential and sensitive information with the appropriate discretion

### *Physical Demands*

- Extensive time using a computer including use of a PC keyboard and mouse or similar data input devices is required.

### *Working Conditions*

All Latham & Watkins positions are in a typical indoor office environment.

The statements contained in this position description are not necessarily all-inclusive; additional duties may be assigned, and requirements may vary from time to time, and from location to location.