

# North Dakota Job Order Print Document

Job Order: 597475

Print Date: 6/15/2020 9:27:42 AM

Office: Bismarck-Mandan Job Service

LWDB: CSA 2

## Employer Information:

Employer Name: Laducer & Associates Inc

How to Apply: **By Fax, In Person, Via Company Website (Address provided below)**

Company Website: <http://www.laducer.com>

Application Comments:

1. **Starting wage is \$10.00 per hour. Upon reaching production standards, salary increases to \$11.34 per hour and incentive pay.**
2. **TRAINING is expected to commence on Monday, July 13, 2020.**
3. **HIRED INDIVIDUALS WILL NEED TO APPLY FOR U.S. FEDERAL GOVERNMENT SECURITY CLEARANCE--MODERATE RISK.**
4. **Laducer is an "Equal Opportunity Employer" and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability status, age, protected veterans status, or any other characteristic protected by law.**

## Location:

Main Address:

Mailing Address:

**Main Location**  
**201 Missouri Drive**

**201 MISSOURI DR**

**MANDAN, ND 58554**

**MANDAN, ND 58554**

## Contact:

Contact: **Marcella Marcellais**

Title: **HR Manager**

Phone: **(701) 667-1980**  
**x208**

Fax: **(701) 667-2970**

Email: **marcella@laducer.com**

## Job Details:

Occupational Code: **43902100 Data Entry Keyers**

Job Title: **Editor & Proofreader**

Industry Code: **518210 - Data Processing, Hosting, and Related Services**

Number of Positions: **2**

Referrals: **15**

Earliest Date to Display: **6/10/2020**

Last Date Job Order Will Display: **7/6/2020**

Type of Job: **Regular**

Job Time Type: **Full Time (30 Hours or More)**

Duration: **Over 150 Days**

Special Job Category:

## Job Duties and Skills:

Description:

**Apply typing and proofing to daily production in order to meet client schedules. Duties include:**

- **Format documents in a text editor using source templates.**
- **Create and apply style rules and guidelines.**
- **Format tables and documents to match client specifications.**
- **Maintain formatting consistency.**
- **Provide copy editing and proofreading of documents.**

## Required Skills:

- **Communicate with supervisor on deadline and/or challenges with meeting deadlines.**

- **Spell check at the completion of each document.**
- **Requires good PC skills.**
- **Strong grasp of grammar, spelling and punctuation.**
- **Flexibility to work additional hours (evening and weekend) as required by workload.**
- **Ability to prioritize work to balance documents to meet tight deadlines.**
- **Ability to pay attention to detail and work independently with minimal supervision.**
- **Able to understand and interpret guidelines and apply good judgment when making editing decisions.**
- **Able to read and interpret English text material.**
- **Use computer to edit text material of new US Patents, following specific rules and guidelines to make command insertions into the data and changing different aspects of the text to conform the material into a final, standardized and publishable US Patent.**

Special Software/Hardware Skills Needed: **No**

Special Skills:

### **Job Requirements:**

Minimum Age: **18**

Test Done By: **No test required**

Required Tests: **NA**

Hiring Requirements:

Hiring Requirements Other:

Education Level: **High School Diploma or Equivalent**

Months of Experience: **3**

Requires a Drivers License: **No**

Near Public Transportation: **Yes**

Drivers License Certification:

Drivers License Endorsements:

### **Compensation and Hours:**

Minimum Salary: **10.00 Hour**

Maximum Salary: **11.34 Hour**

Pay Comments: **Will discuss with applicant**

Supplemental Compensation: **Yes**

Hours per Week: **Hours are Specific**

Actual Hours: **40**

Shift: **Day Shift**

Benefits: **Medical, Dental, Vision, Vacation, Holidays, Sick Leave**

Other Benefits: **Must complete a 60-day probationary period to qualify for benefits. Company pays 100% medical health insurance for single coverage.**

### **Job Order Information to be Displayed Online:**

Job Order Information Online: **Company Name is displayed, One-stop staff does not screen applicants**

### **Job Application Information Needed:**

#### **Req Section**

- Contact Information
- Employment History  Allow individuals that have never had a job to apply (eg. College graduates)
- Education History
- Certifications
- Desired Job Type

### **Other Information:**

Green Job: **No**

Subsidized by ARRA (Stimulus): **No**

Featured Job: **No**

In an Enterprise Zone: **No**

Federal Contractor: **Yes**

Court Ordered Affirmative Action: **Yes**

Job Order is for Veterans Only: **None Selected**

**Staff Information:**

Category: **Regular (Non Domestic)**

Job Developer Mandatory Listing: **NA**

Status: **Open and available**

Employer Status: **Open and available**

Reason: **NA**

Future Release From Hold:

Job Order Followup: **7/10/2020**