



EMPLOYMENT OPPORTUNITY: COPY EDITOR

Job description

The Illinois Criminal Justice Information Authority Office of Public Information is seeking an independent contractor who is an experienced copy editor to assist in editing research articles, reports, and website content.

The ideal candidate is a confident copy editor with a sharp eye for detail and the ability to work well under pressure. This individual must be able to read and comprehend large (50+ page), detailed research reports and offer feedback and constructive criticism to researchers. This copy editor must be comfortable working closely with authors, editing for conciseness and readability by set deadlines.

Responsibilities include ensuring reports, articles, and other materials are easy to read, written in accordance with style rules, and free of grammatical, punctuation, and spelling errors, and agreement issues. Rewording and rewriting copy is required, as well as ensuring names, places, and organizations are spelled properly, and facts, dates, and statistics are accurate. The copy editor will submit to the communications manager edited drafts that are complete, clear, consistent, and grammatically correct.

This position is subject to the terms and conditions of a personal services contract. The terms and conditions of the contract are not subject to modification.

Qualifications

- Bachelor's degree in journalism or related field.
- 5+ years of copy editing experience.
- Technical writing and editing, plus some news writing experience.
- Working knowledge of AP Style and APA Style.
- Microsoft Office experience.
- Working knowledge of Adobe Creative Suite.
- Must pass a criminal background check.

About ICJIA

The Illinois Criminal Justice Information Authority is a state agency responsible for research and analysis, grant planning and administration, and technology development that help create a more efficient and effective justice system and improve public safety outcomes.

To apply

Please submit by email two writing samples and two samples of your copy editing work (draft with tracked revisions and final document), resume, and cover letter to:

Cristin Evans
Communications Manager
Illinois Criminal Justice Information Authority
cristin.evans@illinois.gov

Application process closes March 31.