



Looking for a Flexible Full-Time Job? Enjoy the freedom of working from your home on your own schedule?

Join our growing team as a Copy Editor!

The Copy Editor reads, assesses, and corrects Lexipol content to make it ready for publication. Copy editors work with authors, developers, and legal and other subject matter experts to ensure that all published content will be accurate, easy to understand, fit for purpose, and free from errors, omissions, inconsistencies, and repetition. Fact-checking, proofreading, and testing in the proprietary content management system are priorities for this role.

KEY RESPONSIBILITIES:

- ★ Perform detailed copyediting of all assigned documents in the Lexipol product lines (law enforcement, fire and custody), including new state policy manuals, new global and state policies, policy updates, Daily Training Bulletins and Guide Sheets.
- ★ Suggest ways that technical, legal and statutory language can be rephrased to be more direct, readable and easily understood by end users, without changing technical meaning or legal position.
- ★ Perform comparison of updated materials to “global” or original content to ensure that all necessary content is retained and that change are appropriate and, when needed, state-specific.
- ★ Verify state and federal legal citations and references for accuracy and applicability to materials. Fact-check Lexipol materials as needed. Query SME and legal team as appropriate.
- ★ Test quality of content in the proprietary content management system.
- ★ Suggest process improvements that would improve the overall quality of Lexipol products.
- ★ Provide excellent customer service to internal customers

QUALIFICATIONS:

- ★ Superior language and writing skills including the ability to proofread and correct content for spelling, grammar, punctuation, style and formatting.
- ★ Strong research skills for fact-checking, background, citation and reference checks.
- ★ Demonstrated ability to manage and complete multiple activities of varying complexities while adhering to strict deadlines.
- ★ Experience with content management systems/knowledge management systems and demonstrated ability to learn new technologies and applications.
- ★ Commitment to quality in every detail and intense focus on accuracy of work.
- ★ Demonstrated ability to work in a self-directed manner in a highly dynamic, collaborative and professional business environment.



PREDICTABLE IS PREVENTABLE®

EDUCATION AND EXPERIENCE:

- ★ Undergraduate degree in Journalism, English or a related field or commensurate work experience.
- ★ Minimum two years of editorial experience in the publishing industry.
- ★ Knowledge of, or experience in, the realm of public safety (law enforcement, custody, fire) is highly preferred.
 - Demonstrated experience prioritizing projects, adapting to changing assignments and deadlines, and meeting deadlines.

COMPENSATION AND BENEFITS:

Lexipol offers a flexible schedule, competitive salary and annual bonus, comprehensive benefits including 401(k) with Company match.

For consideration, please email your resume, cover letter with salary expectations to hr@lexipol.com

Lexipol is an Equal Opportunity Employer. Visit us at www.lexipol.com
No third parties.