

# Example of Copy Editor Job Description

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Our company is growing rapidly and is hiring for a copy editor. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for copy editor

- 10% proofreading late-stage assets
- 10% team meetings and collaborative work, including creative brainstorming
- Copy edits and proofreads novels
- The Copy Editor also ensures that text is up-to-date, that it complies with any CNN guidance, and that story elements work together as a cohesive whole
- The Copy Editor edits story text, headlines, captions and SMS content
- He or she works with content editors and writers to improve stories, and uses various newsroom tools for digital production purposes
- At times, the Copy Editor may also be asked to write stories by assignment editors or other supervisors
- Reads and edits all copy, making sure it is publication-worthy, grammatically correct and that it conforms to AP and The Nevada Sagebrush house style rules
- Identify libelous or potentially libelous stories and alert the section editor and/or Editor-in-Chief
- Identify stories that need major revisions, possibly recommending that they be held for publication at a later date

## Qualifications for copy editor

- A keen sense of storytelling in words
- Two to three years of professional copyediting experience

- Familiarity with British English and/or Australian English a plus
- Must love the Oxford comma