

# **LEGISLATIVE COUNCIL POSITION DESCRIPTION**

THIS POSITION DESCRIPTION DOES NOT CONSTITUTE A CONTRACT.

**POSITION:** Legislative Editor I

**AGENCY:** Legislative Service Bureau

**DIVISION:** Legal

**SALARY SCHEDULE RANGE:** F

**STATUS:** Full-time

## **GENERAL DESCRIPTION OF POSITION:**

This employee proofreads and edits complex legislative documents in a team environment. Reviews, edits, and proofreads legislation, amendments to legislation, legal memorandum and correspondence, tables, and reports according to a prescribed legislative style. May assist with editing other legal publications. Makes suggestions for improving word clarity and thought coherency in complex legal documents. Work is performed both independently and by reading aloud with a partner.

## **EXAMPLES OF WORK:**

- Proofreads complex legislative documents individually or by reading aloud with another legislative editor.
- Reviews and proofreads bills, bill request information, substitutes, amendments, public acts, tables, reports, correspondence, and joint resolutions to correct errors in typing, spelling, English usage, and punctuation and to ensure that documents adhere to correct legislative style guidelines.
- Edits legislative documents to improve clarity and correct errors in formatting, style, proper sentence and grammar structure, and phraseology.
- Advises Legal Division attorneys and other Legislative Council staff as to preferred plain English usage, correct legislative document style, and current word usage standards.
- Assists Legal Division staff with suggestions to improve fluency, comprehension, and legislative intent in complex legal documents.
- Takes the initiative to make editing suggestions to increase clarity in content and maintain consistency in legislative style.
- Performs other duties as assigned.

**KNOWLEDGE, SKILLS, AND ABILITIES THE EMPLOYEE SHALL EXHIBIT IN THE POSITION:**

- Demonstrated knowledge and mastery of the English language, including correct spelling, grammar, syntax, and punctuation.
- Ability to follow complex oral and written instructions.
- Ability to learn legal terminology and legislative document styles and formats.
- Ability to exhibit strong customer service skills, including the ability to deal tactfully and courteously with legislative office staff, legislators, and Legal Division staff.
- Ability to communicate in oral and written forms in a clear, organized, effective, and professional manner.
- Ability to proofread and edit a variety of documents.
- Ability to analyze and comprehend complex documents.
- Ability to learn and understand the products, services, and functions of the Legal Division.
- Ability to acquire and develop a basic understanding of the legislative process and procedures.
- Ability to prioritize multiple tasks, work efficiently within time constraints and deadlines, and handle stressful situations.
- Ability to work effectively as a team member to contribute to the effective functioning of the Legal Division.
- Ability to conduct internet and Michigan Compiled Law searches and use legislative websites (LSBSource and MiLeg).
- Ability to use standard functions of Microsoft Word.
- Ability to comfortably use the standard functions of internal software programs, such as email, timekeeping system, and employee self-service.
- Ability to demonstrate excellent communication and interpersonal skills, including the ability to deal tactfully and courteously with internal staff and outside customers.
- Ability to deal with frequent changes, delays, and changing priorities.
- Ability to maintain strict confidentiality and exercise discretion.
- Ability to maintain favorable public relations.

**MISSION STATEMENT PRINCIPLES AND GOALS:**

- Displays a team-oriented attitude toward coworkers and other Legislative Council staff.
- Provides high-quality services and products to members of the Legislature and other customers.
- Acts in a professional manner.
- Takes initiative in improving one's knowledge, skills, and judgments so as to better serve the Legislature.

**MINIMUM QUALIFICATIONS FOR THE POSITION:**

- A bachelor's degree required.
- Minimum of one-year experience in proofreading and editing strongly desired.
- Knowledge of correct spelling, English usage, syntax, punctuation, and grammatical rules required.
- Experience in the use of computer programs required, including proficiency in Microsoft Word.
- Strong interpersonal and professional communication skills required, including the ability to work effectively with internal and external customers.
- Equivalent combination of education and experience is acceptable.

**NECESSARY SPECIAL REQUIREMENTS:**

- Must be able and willing to work overtime as needed, including early morning, late evening, weekends, and holidays.
- Must be able to work two evenings per week on a scheduled on-call basis.

*Revised November 1, 2017*