



Job Posting

Posting & Application Period:
January 29 – February 20 (by 5:00 pm)

Legal Drafting Editor

DEPARTMENT: Legislative Service Bureau
STATUS: Full-Time
MINIMUM PAY RATE: \$20.88 per hour (\$40,872 annually)
Range F on the 10-1-18 Legislative Council Salary Schedule
JOB LOCATION: Legal Division – 124 W. Allegan Street, 3rd Floor-Boji Tower, Lansing, MI

GENERAL DESCRIPTION OF DUTIES

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 either individually or by reading aloud with another legislative editor.

The Legislative Service Bureau (LSB) is a nonpartisan legislative information and service agency that is part of the Legislative Council. The Council is charged with providing bill drafting, research, and other services for all members of the Michigan Legislature. The LSB Legal Division provides the Michigan Legislature with nonpartisan legal counsel, bill drafting, law compilation and publishing, and related services that support the lawmaking process.

MINIMUM QUALIFICATIONS and ABILITIES

- Bachelor's degree required.
- Minimum one year experience in proofreading and editing strongly desired.
- Must be detail-oriented, with the ability to meet deadlines under pressure.
- Ability to work in team environment with a strong customer-service orientation.
- Knowledge of correct spelling, English usage, syntax, punctuation, and grammatical rules required.
- Ability to deal with frequent changes, delays, and changing work priorities.
- Ability to follow complex oral and written instructions.
- Excellent verbal and written communication skills.
- Must be willing and able to work overtime and irregular hours as required, including weekends, evenings, and holidays.
- Ability to work two evenings per week on a scheduled on-call basis.
- Ability to maintain confidentiality required.

HOW TO APPLY

Online applications only are being accepted through the State of Michigan's NEOGOV system at <https://www.governmentjobs.com/careers/michigan>. Applicants must include a resume, copy of college transcripts, and cover letter as separate attachments in their online application for full consideration. **The deadline to apply is 5:00 pm on Wednesday, February 20, 2019.**

Current Legislative Council employees who wish to apply should contact the LSB Human Resources Office at humanresources@legislature.mi.gov or call 517-373-9643.

ADDITIONAL REQUIREMENTS and INFORMATION

All Legislative Council employees are considered "at-will," with the exception of LSB Printing Division union members. Employees are required to be non-partisan and maintain confidentiality. This position is an unclassified, non-Civil Service position.

For questions, call the Legislative Service Bureau Human Resources Office at (517) 373-9643.

The Legislative Council accepts resumes and applications for employment only for current position vacancies. The Legislative Council is an Equal Opportunity Employer. Michigan law prohibits discrimination based on religion, race, color, national origin, age, sex, marital status, height, weight, arrest record or handicap. If an accommodation is needed during the application process, please call the LSB Human Resources Office.