



Job Posting

Posting & Application Period:
July 18 – August 11, 2024 (by 5:00 pm)

Legislative Editor

DEPARTMENT: Legislative Service Bureau
STATUS: Full-Time
MINIMUM PAY RATE: \$22.01 per hour (\$43,085 annually)
Range F on the 10-1-21 Legislative Council Salary Schedule
JOB LOCATION: Legal Division – 124 W. Allegan Street, Boji Tower–3rd Floor, 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. Proofreading work is performed on paper and online—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 of experience in proofreading and editing required.
- 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.
- Must be able to work 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>. Online applications must include the following three items as separate attachments for full consideration: 1) Resume, 2) Copy of college transcripts, and 3) Cover letter. **The deadline to apply is 5:00 pm on Sunday, August 11, 2024.**

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.

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, gender identity or expression, sexual orientation, marital status, familial status, height, weight, or disability. If an accommodation is needed during the application process, please contact the LSB Human Resources Office.

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