

DRAFTING AND EDITING ASSISTANT

Minnesota Legislature

The Office of the Revisor of Statutes, a nonpartisan office of the Minnesota Legislature, is seeking employees with excellent keyboarding, grammar, and proofreading skills. Responsibilities include word processing, data entry, and proofreading of bill drafts and other legislative documents. A strong ability to work independently and as a member of a team is required. These are full-time temporary positions starting no later than January 9, 2019, and extending through the end of the 2019 legislative session on May 20, 2019. Positions require occasional late evening and weekend work. Conversion to full-time permanent employment is possible at end of the session.

For a full job description, see <https://www.revisor.mn.gov/employment/>

The salary is \$1,545 biweekly.

Cover letter and resume must be received no later than December 5, 2018.

(Resumes will not be acknowledged without cover letter.)

Office of the Revisor of Statutes
Attention: Drafting and Editing Assistant
700 State Office Building
100 Rev. Dr. Martin Luther King, Jr., Blvd.
St. Paul, MN 55155-1297
Fax to (651) 296-0569
Email to: jobs@revisor.mn.gov

ADA/Equal Opportunity Employer