Internal Position Opening

OFFICE OF THE REVISOR OF STATUTES

SENIOR LEGAL EDITOR

[Only current and former employees of the Revisor of Statutes or Minnesota Legislature are eligible to apply for the position]

The Office of the Revisor of Statutes, a nonpartisan office, is seeking to fill a permanent, full-time, benefits-eligible, Senior Legal Editor position. The Senior Legal Editor position plays a key role in the Revisor’s office by coordinating and overseeing the production work related to the drafting and editing functions of the office. The Senior Legal Editor serves as a team leader during the legislative session. Special assignments for the Senior Legal Editor position include bill drafting, administrative rules drafting and editing, and assisting the Drafting and Editing Manager with statutes editing.

Candidates must have post-secondary education or the equivalent in experience. The minimum experience requirement is five year’s relevant work experience, including demonstrated proficiency at the level of Legal Editor or Drafting and Editing Assistant II or III or the equivalent. Knowledge of the legislative process and legislative documents is essential. Strong communication skills and the ability to work with others in a team environment is also necessary. For a full job description, see: https://www.revisor.mn.gov/employment/

This position is in Legislative Coordinating Commission Responsibility Level 7. Salary is dependent upon experience, but the minimum is $60,296.

A cover letter and resume must be received by noon, July 21, 2022, at the Office of the Revisor of Statutes, 700 State Office Building, 100 Rev. Dr. Martin Luther King, Jr., Blvd., St. Paul, MN 55155-1297, or by fax to (651) 296-0569, or by email to jobs@revisor.mn.gov.

An Equal Opportunity/ADA Employer.