



OFFICE OF THE REVISOR OF STATUTES

Minnesota Legislature

DRAFTING AND EDITING ASSISTANT
OFFICE OF THE REVISOR OF STATUTES
MINNESOTA LEGISLATURE

The Office of the Revisor of Statutes, a nonpartisan office of the Minnesota Legislature, is seeking applicants to fill full-time, temporary Drafting and Editing Assistant positions for the 2025 legislative session. Excellent keyboarding, grammar, and proofreading skills are a must. Positions would start in early January and extend to the end of the 2025 regular legislative session on May 19, 2025, with the potential for permanent employment following the temporary term. These positions require you to be nonpartisan and work in-person. Positions require occasional late evening and weekend work.

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. Candidates must be able to work flexibly and cooperatively within strict time constraints. The ideal candidate is a motivated, nonpartisan individual with a desire to learn about the legislative process.

A complete position description is available at <https://www.revisor.mn.gov/employment/>

This is an hourly, full-time position that works in-person. Benefits include sick time and paid holidays based on the hours worked. The Drafting and Editing Assistant hourly salary range is \$22.21-\$39.77, commensurate with relevant experience. The fixed pay rate for an entry-level Drafting and Editing Assistant is \$22.21 per hour.

To ensure consideration, cover letter and resume must be received by 4:30 p.m., Friday, December 13, 2024. Please send your application to jobs@revisor.mn.gov. Please indicate the job you are applying for in your email title. (*Resumes may not be acknowledged without a cover letter.*)

An Equal Opportunity employer. We participate in the federal E-Verify program.

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