



Office of the Revisor of Statutes Minnesota Legislature

Internal Position Announcement

Drafting and Editing Assistant I

The Office of the Revisor of Statutes, a nonpartisan office of the Minnesota Legislature, is seeking to fill a full-time, regular-benefit eligible Drafting and Editing Assistant I position. *This position is only open to current and former staff members of the Revisor's Office or Minnesota Legislature.*

Responsibilities are word processing and proofreading of bill drafts and other legislative documents during the session, and assisting with the editing of laws, statutes, and rules during the interim. Excellent keyboarding, grammar, and proofreading skills are required, together with a knowledge of the legislative process, legislative documents, and Xtend drafting system.

This position is in Legislative Coordinating Commission Responsibility Level 3. This is a full-time unclassified position with competitive benefits and an annual salary range of \$46,383 to \$83,032. The hiring salary is \$46,383/annually.

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

GREAT BENEFITS PACKAGE! The Revisor's Office offers a comprehensive benefits package including low cost medical, dental and vision insurance, employer paid life insurance, short-term and long-term disability, pre-tax flexible spending accounts, defined contribution retirement plan with 6.25% employer contribution, tax-deferred compensation (457 plan) with match, generous vacation and sick leave, two floating holidays and eleven paid holidays each year.

To ensure consideration, please submit a cover letter and resume to jobs@revisor.mn.gov by noon on Wednesday, April 23, 2025.

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