



Office of the Revisor of Statutes • Minnesota Legislature

OFFICE ADMINISTRATOR PERSONNEL AND FISCAL SERVICES I or II

Office of the Revisor of Statutes Minnesota Legislature

The nonpartisan Office of the Revisor of Statutes is currently accepting applications for the position of Office Administrator – Personnel and Fiscal Services I or II (Level 6 or 7). This position assists the Revisor of Statutes by coordinating the business functions of the office, with a special emphasis on providing advice and implementation of payroll and human resources functions, providing confidential executive assistant services to the Revisor of Statutes, Chief Deputy Revisor, and Deputy Revisors, and managing the work of the administrative unit.

The Office of the Revisor of Statutes is a nonpartisan legislative office that provides confidential bill and administrative rule drafting and related services to all members of the legislature, executive branch agencies, and constitutional offices. The office also edits and publishes *Laws of Minnesota*, *Minnesota Statutes*, and *Minnesota Rules*.

Candidates must have a post-secondary degree in business administration, human resources, accounting, or a related field or equivalent experience. Candidates must have excellent oral and written communication skills, the ability to serve as administrative team leader, strong organizational skills, work effectively with numbers, and the ability to multi-task. Knowledge of the legislature and State of Minnesota benefits and retirement accounts is highly desired.

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

This is a full-time, at-will position that works in-person with the possibility of some interim remote work consistent with legislative policies and office needs. Excellent comprehensive benefits package includes low cost medical, dental and vision insurance, employer paid life insurance, optional disability coverage, pre-tax flexible spending accounts, defined contribution retirement plan with 6.25% employer contribution, tax-deferred compensation (457 plan), generous vacation and sick leave, compensatory time, paid parental leave and eleven paid holidays each year.

We offer a competitive salary and opportunities for ongoing professional development. The starting salary range is expected to be between \$65,011-\$80,000 for OA I and \$71,972-\$90,000 for OA II, commensurate with relevant experience. The full range for OA I is \$65,011-\$116,889 and OA II is \$71,972-\$129,556.

To ensure consideration your cover letter and resume must be sent to our jobs@revisor.mn.gov email address no later than **4:30 p.m., Friday, September 5, 2025**.

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