

**Job Title:** Drafting and Editing Assistant I **Job Grade Level:** 4

**Career Track:** First in a Series of Three **Job EEO Code:**

**Agency/Department:** Office of the Revisor of Statutes **Date:** November, 2016

**Reporting to:** Drafting and Editing Manager; functional reporting to Senior Legal Editors and Legal Editors

**Primary Objective:** The Drafting and Editing Assistant I performs computerized data entry of and proofreads and assembles legislative documents, rule-drafting documents, text, indexes, and tables for official publications. The primary objective of the position is accomplished under the active supervision of the Drafting and Editing Manager, Senior Legal Editors, and Legal Editors

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### **Responsibilities and Tasks:**

1. Prepare documents using computerized text-editing programs, printers, copiers, and other equipment. Examples of documents include:
  - a. bill drafts;
  - b. rule drafts;
  - c. resolutions;
  - d. House of Representatives and Senate amendments;
  - e. House of Representatives committee reports;
  - f. conference committee reports;
  - g. House of Representatives and Senate engrossments;
  - h. enrollments;
  - i. House of Representatives and Senate comparisons;
  - j. letters and memorandums;
  - k. side-by-side comparisons; and
  - l. court rules.
2. Prepare amendments drafted by a revisor staff attorney for representatives during House of Representatives floor sessions, maintain the daily amendment log, and update revisor's tracking system.
3. Perform quality-control checks on all documents:
  - a. Proofread documents with another Drafting and Editing Assistant.
  - b. Check title against document.
  - c. Check spelling on documents.
  - d. Generate and review computer-validation documents.
  - e. Recognize errors and suggest solutions.
4. Prepare documents for producing publications:
  - a. *Laws of Minnesota*, including tables and index

- b. *Minnesota Statutes*, including tables, index, and court rules
  - c. *Minnesota Rules*, including tables and index
- 5. Act as a resource for new Drafting and Editing Assistants:
  - a. Model proofreading skills.
  - b. Teach XTEND GUI shortcut keys on computer.
  - c. Mentor new employees on correct procedures for preparing documents.
  - d. Mentor new employees on procedures for House of Representatives floor duty.
  - e. Train new employees on using printers and copiers.
- 6. Perform production work for special projects:
  - a. Drafting manuals
  - b. Office performance report
  - c. Attorney projects
  - d. Office brochure
  - e. Reports
  - f. Testing as requested by IS staff
- 7. Participate in office task forces and committees.
- 8. Perform other duties as assigned.

**Budget Responsibility:**

None

**Supervisor Responsibility:**

- 1. Direct Supervision: None
- 2. Indirect Supervision: assist in training and mentoring new seasonal Drafting and Editing Assistants concerning document-production procedures and processes.

**Scope of Relationships:**

- 1. External contact: periodic contact with legislators during session as they bring requests to attorneys for amendment drafting at House of Representatives floor.
- 2. Internal contacts:
  - a. Daily contact with Senior Legal Editors and Legal Editors concerning work product
  - b. Daily contact with other drafting-and-editing staff for exchanging information and proofreading
  - c. Frequent contact with Drafting and Editing Manager on personnel or work-product matters
  - d. Frequent contact with attorneys concerning work product
  - e. Periodic contact with computer staff concerning computer programs
  - f. Periodic contact with administrative staff

**Decision Making and Impact of Error:**

1. Discretion. A Drafting and Editing Assistant I may exercise judgment in making minor corrections on a document so it conforms to the standard document format.
  - a. Primary decision making by attorney:
    - i. certain style and form standards to documents; and
    - ii. initial formatting in Word documents.
  - b. Shared decision making by suggesting:
    - i. certain style and form changes on documents to Senior Legal Editors, Legal Editors, and attorneys; and
    - ii. improvements in production procedures to Drafting and Editing Manager, Senior Legal Editors, and Legal Editors.
2. Impact of Error:
  - a. The entire legislature depends on the revisor's production staff to provide accurate, error-free documents.
  - b. The public relies on the accuracy of revisor's publications and Internet databases.
  - c. Errors in documents released by the office may also impact other documents, as many bills, amendments, and committee reports are created by copying parts or all other types of documents.

**Working Conditions and Physical Demands:**

1. Normal office conditions, about 85 percent of the time.
2. Late hours and weekend work to complete work for legislative session, about 10 percent of the time.
3. Work during House of Representatives floor duty in a noisy environment with minimal work space and under extreme time constraints, about 5 percent of the time.
4. Serve on call or as a backup during legislative session.
5. Occasional lifting of heavy paper cartons, books, equipment, or documents.

**Minimum Qualifications:**

1. Education. The minimum education required is a high school diploma or equivalent.
2. Experience. None
3. Knowledge. The requirements are:
  - a. knowledge of grammar;
  - b. knowledge of computer; and
  - c. excellent keyboarding skills.

These skills are measured by two tests before hire, one for proofreading and grammar skills and one for keyboarding.

4. Skills and Abilities. This position requires:
  - a. attention to detail;
  - b. a very high degree of accuracy;
  - c. sound proofreading skills;
  - d. sound grammatical skills;
  - e. a very high degree of computer-manipulation skills;
  - f. a high level of organizational skill and flexibility to move from one type of document to another;
  - g. flexibility and stamina to work effectively during highly irregular hours on short notice, including late nights;
  - h. a high degree of people skills to work in an open environment with 24 other people;
  - i. ability to work effectively under extreme pressure and short deadlines;
  - j. resourcefulness to find the most efficient manner to complete a task;
  - k. a high degree of initiative to adapt to the volume and pace of the work; and
  - l. use of judgment in the ability to prioritize assigned tasks and to meet deadlines.

**Desired Qualifications:**

1. Knowledge of the legislative process in Minnesota.
2. Prior office experience.
3. Associate or bachelor's degree.

**All identified duties are essential.**

**(Distribution of copies – employee, supervisor, and Human Resources).**