Job Title: Senior Legal Editor

Career Track: None

Agency/Department: Office of the Revisor of Statutes

Reporting to: Drafting and Editing Manager; functional reporting to Deputy Revisor for Drafting, Deputy Revisor for Editing, and Assistant Deputy Revisor

Job Grade Level: 7

Job EEO Code:

Date: 8/14/2000 (updated 10/14/2006) (updated 9/14/2014) (updated 7/21/2021)

Primary Objective: The Senior Legal Editor coordinates and oversees the production work related to the drafting and editing functions of the office. The Senior Legal Editor has active supervision of the work of the Legal Editors and Drafting and Editing Assistants and serves as a team leader during the legislative session. The primary objectives of the position are accomplished under the general supervision of the Drafting and Editing Manager, Assistant Deputy Revisors and Deputy Revisors, with some functional supervision regarding the work product by the Assistant Revisors and Senior Assistant Revisors. The Senior Legal Editor is assigned special supervisory responsibilities in one or more of the following areas: bill drafting, rule drafting, engrossing and enrolling, statutory editing, laws editing, court rules, rules editing, indexing, and special projects.

Responsibilities and Tasks:

General Quality Control Tasks—About 50 Percent of Time Allocated

Under the supervision of the Drafting and Editing Manager, the Senior Legal Editor assumes general responsibilities regarding the following general quality control functions:

1. Review documents before data entry by Drafting and Editing Assistants:
   a. Check coding for proposed sections and subdivisions.
   b. Assign name to documents.
   c. Check accuracy of proposed repealed sections and subdivisions.
   d. Clarify directions for the Drafting and Editing Assistants, if necessary.
   e. Resolve problems with documents by making editorial changes or conferring with attorneys to resolve legal questions.

2. Review documents after data entry for form, accuracy, consistency, internal and external references, coding, title, and computer-generated quality control checks, as applicable. Examples of documents include:
   a. bill drafts;
   b. rule drafts;
   c. resolutions;
   d. House and Senate amendments;
   e. House committee reports;
   f. conference committee reports;
   g. House and Senate engrossments;
   h. enrollments;
i. letters and memorandums;

j. House and Senate desk comparisons;

k. side-by-side comparisons;

l. editing-related documents, including indexing; and

m. word processing and spreadsheet projects.

3. Perform editing functions during the publishing cycle for Laws, Statutes, and Rules:
   a. Review proposed coding for statutes and rules.
   b. Draft edit cards or notes for proposed editorial implementation.
   c. Check cross-references for accuracy.
   d. Implement revisor instructions, including preparing searches and other relevant documents.
   e. Check accuracy of repealers and implement delayed repealers.
   f. Implement multiple actions to text under editorial policy and statutory guidelines.
   g. Review document structure and text for accuracy.
   h. Review composed pages.
   i. Coordinate printing and delivery of publications.
   j. Resolve problems with documents by making editorial changes or conferring with attorneys to resolve legal questions.

4. In consultation with appropriate general or functional supervisors, establish priorities and coordinate and supervise the workflow in the production area.

5. In consultation with appropriate general or functional supervisors, establish duty teams and recommend staffing levels to accomplish work in the production area.

6. Serve as team leader of a duty team during session:
   a. Communicate with attorney team leader to assess work levels, priorities, and needed staffing levels.
   b. Manage the work of Legal Editors and Drafting and Editing Assistants to complete session work.

7. Assist Drafting and Editing Manager in hiring Drafting and Editing Assistants:
   a. Review resumes and schedule interviews.
   b. Administer tests.
   c. Conduct interviews.
   d. Recommend candidates to the Drafting and Editing Manager for final interviews and hiring.

8. May function as computer troubleshooter.

9. Contribute to spellcheck program.

10. Maintain support programs.

11. Maintain legislator and agency label database.
Special Quality-Control Tasks –About 35 Percent of Time Allocated

Under the general direction of the Drafting and Editing Manager, the Senior Legal Editor is assigned primary responsibility for special quality control tasks in one or more of the following areas:

1. Bill Drafting
   a. Coordinate and oversee production work related to bill drafting documents, including:
      i. bill drafts;
      ii. House and Senate amendments;
      iii. House and Senate desk comparisons;
      iv. House and Senate conference committee reports;
      v. side-by-side comparisons;
      vi. technical corrections bill, and
      vii. resolutions.
   b. As assigned, help with or direct special projects such as:
      i. revisor drafting manuals;
      ii. biennial office performance report; and
      iii. table 1 project.
   c. Train newly hired Drafting and Editing Assistants in bill drafting procedures and computer usage.
   d. Compile yearly bill drafting statistics.
   e. Assume primary responsibility for maintaining logs of documents in the bill drafting area.
   f. Recommend and assist in developing new procedures and processes for the bill drafting area.

2. Rule Drafting
   a. Coordinate and oversee production work related to rule drafting, including:
      i. rule drafts;
      ii. modifications;
      iii. notices;
      iv. State Register; and
      v. final draft.
   b. As assigned, help with or direct special projects such as
      i. the rule drafting manual; and
      ii. the yearly publication of grants of authority from the legislative session.
   c. Mail weekly notices and copies of incorporations by reference to the Law Library.
   d. Assume primary responsibility for maintaining logs of documents in the rule drafting area.
   e. Maintain rule tracking system.
   f. Maintain Office of Administrative Hearings opinions.
   g. Maintain files related to requests for comment.
   h. Transmit document data to State Register for weekly publication.
   i. Train newly hired Drafting and Editing Assistants on rule drafting procedures.
   j. Compile yearly rule drafting statistics.
   k. Recommend and assist in developing new procedures and processes for the rule drafting area.
   l. Maintain internal manuals for Drafting and Editing Assistants and Legal Editors.
   m. Maintain graphics files.
Engrossing and Enrolling
a. Coordinate and oversee production work on documents related to the engrossing and enrolling area such as:
   i. committee reports;
   ii. House and Senate engrossments;
   iii. journal corrections;
   iv. enrollments for governor's signature;
   v. check Senate amendments; and
   vi. unofficial engrossments.
b. Train House of Representatives committee staff on Revisor’s Office committee report procedures.
c. Act as liaison between House of Representatives and Senate staff and the Revisor’s office on engrossing and enrolling production matters.
d. Assume primary responsibility for maintaining logs of documents in the engrossing and enrolling area.
e. Compile yearly engrossing and enrolling statistics.
f. Recommend and assist in developing new procedures and processes for the engrossing and enrolling area.
g. Train enrolling clerk for job functions.
h. Train staff in the committee report and engrossing and enrolling procedures.

3. Statutory Editing
a. Coordinate and oversee production work related to editing and publishing Laws of Minnesota:
   i. Prepare or coordinate preparing text, tables, and front matter.
   ii. Write and review edit cards.
   iii. Coordinate composing, printing, and delivering publication.
   iv. Transmit data to database purchasers.
b. Coordinate and oversee production work related to editing and publishing Minnesota Statutes and Minnesota Statutes Supplement:
   i. Coordinate and process editorial work on enacted chapters, supplement, supplement sort, and merged databases.
   ii. Coordinate preparing and reviewing tables and prefatory material.
   iii. Coordinate composing, printing, and delivering publications.
   iv. Transmit data to database purchasers.
c. Maintain edit card database.
d. Train staff in the editing process.
e. Assume primary responsibility for maintaining logs of documents in the statutory editing area.
f. Review and verify page counts as requested by the Deputy for Editing.
g. Recommend and assist in developing new procedures and processes for statutory editing.
h. Prepare, invoice, and log extracts.
i. Work on developing new procedures and processes for text editing.

4. Court Rules
a. Coordinate and oversee production and editorial work of court rules for publication:
   i. Maintain court rules database.
   ii. Organize court rules files for data entry.
   iii. Maintain records of amendments to court rules volume.
   iv. Approve and publish court rules to web.
   v. Compose court rules volume.
vi. Transmit court rules to courts and database purchasers.

5. Rules Editing
   a. Coordinate and oversee production work related to editing and publishing *Minnesota Rules* and *Minnesota Rules Supplements* and UELMA:
      i. Edit adopted rules.
      ii. Edit and maintain master database, publishing database, and auxiliary tables.
      iii. Maintain edit-card file and editorial note data.
      iv. Transfer updated data to Internet.
      v. Coordinate composing, printing, and delivering publications.
      vi. Review and verify page counts as requested by the Deputy for Editing.
      vii. Transmit data to database purchasers on an ongoing basis.
      viii. Approve rules for UELMA.
   b. Train staff in the editing process for administrative rules.
   c. Assume primary responsibility for maintaining logs of documents in the rule editing area.
   d. Recommend and assist in developing new procedures and processes for rule editing.
   e. Prepare, invoice, and log extracts.

6. Indexing
   a. Coordinate the production work related to indexing *Laws of Minnesota, Minnesota Statutes* and its supplements, and *Minnesota Rules* and its supplements:
      i. maintain all records for indexing and reindexing of all indexes.
      ii. run reverses and searches of weekly rule adoptions for indexers.
      iii. train Drafting and Editing Assistants on procedures for the indexes.
      iv. maintain format integrity of all indexes.

Direct Production and Other—About 15 Percent of Time Allocated

1. As necessary, perform data entry or other direct production work.
2. Train office staff and other legislative staff in computer use and document format procedures and drafting policies.
3. Maintain records, including records in area of assigned special editorial responsibility.
4. Assist in the designing, testing, and implementing new computer programs and production procedures.
5. Do searches and process electronic transfers.
6. Maintain records, including records in area of assigned special supervisory responsibility:
   a. Maintain records of legislative documents.
   b. Archive records.
   c. Keep statistics on all work activity.
7. Participate in office task forces and committees.
8. Perform other duties as assigned.
9. Order printed covers, folders, and supplies necessary for the activity areas.

Budget Responsibility:

None, except to recommend equipment purchases to the Revisor.

Supervisor Responsibility:

1. Direct supervision: Drafting and Editing Assistants I, II, and III; Legal Editors; and session duty teams as follows:
a. Act as team leader during session regarding staffing, scheduling, and work direction.
b. Act as back-up for Drafting and Editing Manager on personnel supervision.
c. Supervise the work of Drafting and Editing Assistants I, II, and III and Legal Editors.
d. If requested, under the direction of the Drafting and Editing Manager, assist in preparing written performance reviews for Drafting and Editing Assistants and Legal Editors in the areas of special supervisory responsibility.

2. Indirect Supervision: Functional supervision of Legislative Aides during session.

Scope of Relationships:

1. External contacts
   a. Daily contact during session with House of Representatives and Senate desks concerning work products
   b. Frequent contact during session with House of Representatives committee staff concerning producing committee reports and their deadlines
   c. Weekly or more contact during session with legislative staff concerning documents or to answer questions, verify information, coordinate work, or resolve equipment problems
   d. Weekly or more contact with state agencies to answer questions or take requests for information.
   e. Occasional contact during session with members to answer questions concerning processing documents
   f. Occasional contact with private companies to respond to requests for information or to answer questions
   g. Frequent contact during session with the Senate engrossing secretary regarding committee reports
   h. Daily contact with general public to answer questions or verify information
   i. Occasional contact with vendors of supplies
   j. The Senior Legal Editor for Bill Drafting has the following additional contacts:
      i. Designated contact during session for notices of conference committee meetings
      ii. Occasional contact with vendors regarding ordering covers
      iii. Periodic contact with other legislative staff for bill drafting training
   k. The Senior Legal Editor for Rule Drafting has the following additional contacts:
      i. Frequent contact with staff of the State Register for transmitting and verifying of data for publication
      ii. Frequent contact with staff of the secretary of state for filed rules
      iii. Frequent contact with the Office of Administrative Hearings for final approvals
      iv. Frequent contact with state agencies concerning rule drafts
      v. Weekly contact with the Law Library for incorporations by reference
I. The Senior Legal Editor for Engrossing and Enrolling has the following additional contacts:
   i. Daily contact during session with the Senate engrossing secretary regarding committee reports and occasional contact year round to discuss new procedures and forms
   ii. Frequent contact during session with the chief committee clerk of the House concerning committee reports and occasional contact year round to discuss new procedures, forms, and training House of Representatives staff
   iii. Frequent contact during session with governor’s staff concerning enrollments
   iv. Frequent contact during session with leadership of the House of Representatives and Senate concerning signatures on enrollments
   v. Occasional contact during session with the Secretary of State’s Office concerning enrollments
   vi. Frequent contact during session with the House and Senate desks concerning journal corrections

m. The Senior Legal Editor for Statutory Editing has the following additional contacts:
   i. Frequent contact during the publication cycle with computer department for composing publications
   ii. Periodic contact with Thomson Reuters and Allegra regarding printing and delivering publications and processing extracts
   iii. Periodic contact with purchasers of databases regarding transmitting materials

n. The Senior Legal Editor for Rule Editing has the following additional contacts:
   i. Frequent contact during the publication cycle with computer department for composing publications
   ii. Periodic contact with Thomson Reuters and Allegra regarding printing and delivering publications and processing extracts
   iii. Periodic contact with purchasers of databases regarding transmitting materials

o. The Senior Legal Editor for Court Rules Editing has the following additional contacts:
   i. Frequent contact with court administrators to receive new court orders
   ii. Periodic contact with the Sentencing Guidelines Commission concerning changes to the guidelines
   iii. Periodic contact with Thomson Reuters regarding printing and delivering publications

p. The Senior Legal Editor for Laws has the following additional contacts:
   i. Frequent contact during the publication cycle with computer department for composing publications
   ii. Periodic contact with Thomson Reuters and Allegra regarding printing and delivering publications and processing extracts
   iii. Periodic contact with purchasers of databases regarding transmitting materials

2. Internal contacts
   a. Frequent contact with Revisor and management team concerning the work product, policies, procedures, and staffing.
   b. Frequent contact with attorneys regarding questions, special instructions, or planning of the work.
   c. Frequent contact with Drafting and Editing Assistants concerning production work.
   d. Weekly or more contact with computer staff regarding computer program problems, equipment problems, and creating new computer programs.
   e. Weekly contact with administrative staff regarding supplies, equipment, payroll/personnel matters, and transmitting materials.
   f. Periodic contact with attorneys, including attorney serving as Master Indexer regarding drafting, editing, and indexing.
g. Frequent contact with Legislative Aides regarding delivering materials.

**Decision Making and Impact of Error:**

1. Primary decision making: The Senior Legal Editor has authority to make day-to-day decisions necessary to accomplish the production work.

2. Shared decision making: Any decisions that have an impact outside of normal activities or change the direction or process of the work are shared with other Senior Legal Editors or direct or functional supervisors as appropriate.

3. Impact of error
   a. Because Senior Legal Editors play a key role in the Revisor's Office quality control system, they must be extremely accurate in their work.
   b. Errors in documents released from the office may also impact other documents, as many bills, amendments, and committee reports are created by copying text from produced documents and retrieval databases.
   c. Errors in documents may be disseminated widely in publications and on the Internet.

**Working Conditions and Physical Demands:**

1. Normal office conditions, about 70 percent of the time.
2. During the legislative session, there are periods when long hours may be required, without time for adequate rest, and with little or no prior notice.
3. During the legislative session, complex, error-free work may need to be performed under extremely short time constraints.

**Minimum Qualifications:**

1. Education. Postsecondary education or the equivalent training or experience

2. Experience. Five years' relevant work experience including:
   a. demonstrated proficiency as Legal Editor; or
   b. demonstrated proficiency as a Drafting and Editing Assistant II or III.

3. Knowledge. Knowledge of needed resource materials, databases, machine operations, document formats, special rules and procedures for compiling documents, specialty programs appropriate to the document being processed, and general office procedures is required. A knowledge of the legislative process is also necessary.

4. Skills and Abilities
   a. The Senior Legal Editor must have strong computer, grammar, proofreading skills and be detail oriented.
   b. Strong communication skills are required to communicate direction succinctly and to facilitate communication with the revisor's internal and external clients.
   c. Good judgment is required to effectively direct the production of varied and time-critical documents.
   d. The ability to supervise people using tact and discretion, to foster morale and motivate others, to encourage a positive attitude toward work, and to maintain a positive work environment in a busy work atmosphere is required.
e. A high degree of resourcefulness is required to work around system and equipment problems and complete time-critical work.
f. A high degree of initiative is required to recognize unique situations and establish priorities for numerous documents with conflicting deadlines.
g. A high degree of analytical skill and flexibility is required to be able to multitask to meet the ever-changing needs and requirements of the Office of the Revisor of Statutes.
h. Senior legal editor must have knowledge of and ability to perform all drafting and editing assistants’ responsibilities to serve a backup function.

Desired Qualifications:

1. Associate or bachelor’s degree in a relevant area such as English
2. Previous work experience editing legal documents

All identified duties are essential.

Distribution of copies – employee, supervisor, and Human Resources.