

Job Title: Deputy Revisor for Editing

Job Grade Level: 13

Career Track: None

Job EEO Code:

Agency/Department: Office of the Revisor of Statutes

Date: July 2025
(updated November 2016)

Reporting to: Revisor of Statutes

Primary Objective: The Deputy Revisor for Editing provides legislative drafting and administrative rule drafting and related legal services to legislators, legislative committees, the Governor and constitutional officers, and state agencies, and provides editing services for office legal publications. The Deputy Revisor for Editing supervises the editing and publication of the official compilation of Laws, Statutes, and Rules. In addition, the Deputy Revisor performs, manages, and administers office functions or projects as assigned by the Revisor. The Deputy Revisor for Editing serves on the Revisor's Office management team and serves as an attorney team manager. The Deputy Revisor advises and assists the Revisor in all budget matters. The Deputy Revisor assists the Revisor to determine and implement the office's duties and policies.

Responsibilities & Tasks:

1. Serve as a member on Revisor's Office management team:
 - a. Participate with management team in managerial decision making and problem solving
 - b. Manage attorney floor duty team that provides legal services to the House of Representatives when in session
 - c. Prepare and participate in performance evaluations of attorneys, Drafting and Editing Manager, Senior Legal Editors, Legal Editors, and administrative staff, as assigned
 - d. Manage office staff and office functions after regular hours as team manager
 - e. Interview applicants and make hiring recommendations for attorneys
 - f. Assist Revisor in resolving personnel issues
 - g. Verify and approve time sheets and leave requests of staff supervised
2. Assist the Revisor in developing, reviewing, presenting, and monitoring the office budget
3. Provide primary supervision of the editing and publishing operations:
 - a. Provide functional supervision of all staff, including attorneys who perform editing and indexing
 - b. Set editing policies and procedures for laws and statutes and ensure compliance
 - c. Set editing policies and procedures for rules and ensure compliance
 - d. Prepare specifications for bidding out composition and printing work
 - e. Direct editing and publishing functions with vendors and others
 - f. Set publishing schedules for accomplishing the work
 - g. Coordinate the preparation of the Revisor's bill and the memorandum of explanation, meet with authors, and testify in committee as requested by the Revisor

- h. Assist the attorney performing master Indexer duties in reviewing invoices and making arrangements with contractors for indexing
- 4. Serve as confidential adviser to the Revisor.
- 5. Perform specific representative and advocacy functions:
 - a. on matters of editing and publishing policy and procedure;
 - b. on general office matters, as part of the management team; and
 - c. on budget matters.
- 6. Serve as a mentor for other staff and a resource for other offices regarding editing policies and procedures.
- 7. Draft and approve legislative documents at the request of legislators, legislative staff, legislative committees, constitutional officers, and state departments and agencies:
 - a. Draft and approve legislative bills, resolutions, and amendments. In consultation with the requester, determine the issues to be addressed, and suggest possible legislative solutions and drafting alternatives.
 - b. Draft and approve House of Representatives committee reports and conference committee reports, including all major omnibus bills.
 - c. Upon request, provide advice as to the legal effect of existing laws and potential legal effect of proposed laws.
 - d. Summarize legislation upon request of members.
- 8. Review, revise, correct, and approve legislative documents:
 - a. Review bills and other documents drafted outside the office to determine the intent of the legislation, that the draft reflects that intent, and if the document contains policy, linguistic, or grammatical ambiguity, and work with the original drafter to revise if appropriate.
 - b. Review and revise all original and outside-drafted documents for constitutional requirements and compliance with legislative or administrative rules and practice, and policy interactions and conflicts with existing law.
 - c. Draft conforming changes and review grammatical corrections suggested by the legal editing team for clarity and legal and policy significance.
 - d. Review engrossments of House and Senate bills prepared by the Legal Editors and make corrections or suggest journal corrections as necessary.
 - e. Review all enrolled bills passed by the Legislature for presentment to the Governor for correct text and passage dates.
- 9. Compare and prepare full-text side-by-side reports for members and conference committees and the public on the differences between House and Senate companion bills.
- 10. Staff House floor sessions to draft amendments, provide legal advice, and provide other drafting assistance to House members and staff.
- 11. Research the status, operation, and wording of laws and proposed laws in other states and federal jurisdictions.

12. Draft administrative rule documents at the request of state departments and agencies
 - a. Draft and approve proposed rules, modifications, adopted rules, and notices of adoption
 - b. Conduct related legal and policy research
13. Review, correct, and approve administrative rule documents drafted outside the office for form, content, and effect on existing law, and recommend appropriate changes.
14. Assign and review bills for submission to the Legislature that recodify, clarify, and correct errors in laws and statutes.
15. Supervise the preparation, review, editing, and composition of enacted law for publication in *Laws of Minnesota* and *Minnesota Statutes*, including:
 - a. all text prefatory matter, tables, indexes, and court rules;
 - b. the method of reporting actions of the Legislature, including review of merging of multiple amendments, editorial and conflict notes, histories, and the use of various user aids to organize the published material; and
 - c. style and form changes to *Minnesota Statutes*.
16. Supervise the preparation, review, and editing of adopted administrative rules for publication in *Minnesota Rules* including:
 - a. all text, prefatory matter, tables, and index; and
 - b. the method of reporting agency action and the use of various user aids to organize the published material.
17. Respond to inquiries about the law and rules, proposed legislation and rules, the legislative and administrative process, editing and publication of laws and rules, and general drafting matters.
18. As requested, staff legislative study groups, conference committees, and other legislative bodies.
19. Maintain specific proficiency in assigned drafting areas and, to ensure ability to draft or review legislative documents in areas outside of the primary drafting area, maintain general proficiency in all areas of the law.
20. Perform, coordinate, or administer office functions or special projects as assigned by the Revisor such as publication tables, court rules, office performance report, Revisor's bills, projects mandated by the Legislature, and policy or work process taskforces.
21. Draft and review editing materials, including Revisor editing manuals
22. Set specifications for publications, oversee bidding process, and draft and review printing contracts with outside vendors.
23. Assist Revisor in negotiating, drafting, and reviewing contracts for sale of databases.
24. Perform outreach services:

- a. Maintain contact with representatives from other states to stay current with editing matters
- b. Maintain membership in professional organizations relevant to job responsibilities

25. Perform other duties as assigned

Budget Responsibility:

Develop publications budget for review by the Revisor:

1. Assist the Revisor in developing, reviewing, presenting, and monitoring the entire office budget.
2. Monitor accounts receivable for sale of books or data and distribution of free sets of books as required by statutes.
3. Certify and pay claims for goods and services pursuant to Minnesota Statutes, section 16A.41.

Supervisor Responsibility:

1. Serve as acting Revisor in the absence of the Revisor
2. Assistant Deputy Revisor for Text Editing
3. Drafting and Editing Manager for editing functions
4. Attorneys on attorney team
5. Senior Legal Editors when assigned to statutes editing and rules editing
6. Legal Editors when assigned to statutes editing and rules editing
7. Indexing functions of attorney serving as master Indexer
8. Contribute to performance reviews of Drafting and Editing Assistants

Indirect Supervision:

1. Direct the work of Drafting and Editing Manager, Senior Legal Editors, Legal Editors, and Drafting and Editing Assistants on documents for which the Deputy Revisor is responsible
2. Direct staff assigned to the special project or office function over which the Deputy Revisor has administrative responsibility, as assigned by the Revisor
3. Specifically supervise all staff after regular business hours as team manager
4. Generally supervise attorneys assigned editing production or review functions or projects with regard to legal decisions in editing matters

Scope of Relationships:

1. External relationships:
 - a. Daily contact with House members and staff regarding drafting and reviewing legislative documents and answering questions regarding publications, specifically during the committee process with respect to the office budget and the Revisor's bill
 - b. Daily contact with Senate members and staff regarding drafting and reviewing legislative documents and answering questions regarding publications, specifically during the committee process with respect to the office budget and the Revisor's bill

- c. Daily contact with constitutional officers and staff regarding drafting and reviewing legislative documents and answering questions about publications
 - d. Daily contact with state departments and agencies staff with regard to drafting and reviewing of legislative documents and administrative rules and answering questions about publications and periodic contact regarding publication distribution
 - e. Frequent contact with the public to answer questions
 - f. Periodic contact with contractors with respect to publications and databases
 - g. Occasional contact with Legislative Coordinating Commission staff with respect to accounting matters, office matters, budget matters, and statutory editing
 - h. Daily contact with officials and staff of political subdivisions regarding drafting and reviewing legislative documents and answering questions about publications
 - i. Occasional contact with vendors with respect to databases
 - j. Periodic contact with peers in other states
 - k. Frequent contact with lobbyists, including attorneys and trade, governmental, and professional associations, regarding drafting responsibilities and publications
 - l. Occasional contact with judges and staff of judicial branch with respect to court rules database and publications distribution
2. Internal relationships:
- a. Daily contact with administrative staff
 - b. Daily contact with Drafting and Editing Manager, Senior Legal Editors, Legal Editors, and Drafting and Editing Assistants
 - c. Daily contact with attorneys, including attorney serving as Master-Indexer
 - d. Daily contact with Revisor and management team
 - e. Frequent contact with computer staff

Decision Making & Impact of Error:

1. Discretion. The Deputy Revisor has broad discretion to analyze problems and issues and formulate and implement solutions in drafting and editing matters and other requests for services
 - a. Primary decision making:
 - i. on form and substance of all documents drafted and on form and substance for all documents reviewed;
 - ii. on matters of editing policy and procedure;
 - iii. on attorney editing assignments for statutes or rules; and
 - iv. while serving on the House floor, the Deputy Revisor has sole decision-making authority on the form and substance of the amendment or other document being drafted, subject only on the approval of the member requesting the service; and
 - v. when acting as a team manager after regular business hours and on staffing and all work production.
 - b. Shared decision making:
 - i. with the Deputy Revisor for drafting regarding establishing or applying editing and drafting policies to unique situations:
 - ii. with other legislative staff and members when substantive issues arise in a document that is being drafted or reviewed;

- iii. with attorneys and Assistant Deputy Revisors on form or substantive legal issues that arise during the editing process; and
- iv. with Revisor and management team on issues brought to the management team by the Revisor or other managers

2. Impact of Error

- a. Errors may impact the legislative process. If a legislative drafting error is found before a bill is passed, the error may be corrected by a journal correction, an amendment in committee, an amendment on the floor of the body or in the other body, or by passage of a separate corrective bill.
- b. Errors may impact the rule making process. If the error is contained in the rules and the error is found before the rule is adopted, the rule may have to be withdrawn or a modification to the rule published and approved by the Office of Administrative Hearing. The correction may result in additional expense and inconvenience to the agency and to the Administrative Law Judge.
- c. Errors may impact the effect of a law. If an error is discovered after a law is enacted, agencies, at the request of a legislator, may disregard the error in administering the law and have corrective legislation passed at a special or a later legislative session. If this is not possible, funds may not be spent, programs may be delayed, or laws may be administered contrary to legislative intent. In addition, errors may cause adverse publicity that impacts legislators or the reputation of the legislature, causes litigation, or result in a law or part of a law being held invalid, unenforceable, or unconstitutional.
- d. Errors may impact the effect of a rule. If an error is discovered after a rule is adopted, the agency may be able to overlook the error in administering the rule. If not possible, the effect of the rule may be delayed until the rule can be amended or repealed through the rulemaking process. This may be inconvenient and expensive for the agency and, if administration of the rule is delayed, inconvenient or detrimental to persons affected by the rule.
- e. Errors may result in inaccurate or misleading publications that do not correctly reflect the actions of the Legislature, causing considerable inconvenience and confusion to state agencies and local governments, the legal community, and the public.
- f. Budgeting errors may significantly impact the operations and reputation of the office. They may require a reprioritization of the work to be done or the staffing levels that may be maintained to do the work, and they may damage the reputation of the office and the Revisor's ability to ensure continued adequate funding.
- g. Editorial work must be timely and complete for the need and convenience of the users.
- h. Contracts must be biddable, and specifications must be clear to ensure compliance and completion of work.

Working Conditions/Physical Demands:

- 1. Normal office conditions, approximately 80 percent of the time
- 2. During the legislative session, there are periods when extremely long hours are 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, both in the office and on the House floor

4. During the legislative session, complex error-free work on the House floor must be performed under extremely short time constraints with no opportunity for consultation with or normal office review by others, in and with minimal work space, and few resources, and in a very noisy environment
5. Work done during the publications cycle must be scheduled and completed under tight time constraints to meet the needs of the Legislature, state agencies, and the public

Minimum Qualifications:

1. Education. The minimum education is a law degree
2. Professional credentials:
 - a. Admission to, or qualification for admission to, the Minnesota Bar
 - b. Current license to practice law in Minnesota
3. Experience:
 - a. Substantial training, expertise, and a minimum of five years' experience in legal editing
 - b. Training or experience in personnel management
 - c. Ability to perform as a Deputy Revisor
 - d. Demonstrated proficiency as a drafter of proposed legislation
4. Knowledge:
 - a. Detailed knowledge of the legal subject areas to which the Deputy Revisor is assigned
 - b. Detailed knowledge of the drafting and editing policies and procedures of the office
 - c. Detailed knowledge of the political and legislative process
 - d. Detailed knowledge of the administrative rule process
 - e. Detailed knowledge of the rules of statutory interpretation and standards of legal drafting
 - f. Detailed knowledge of general legal editing process
 - g. Detailed knowledge of printing and publication technology
 - h. Knowledge of legal publishing applications
5. Skills/abilities
 - a. Sound research and writing skills
 - b. Highly developed problem solving and analytical skills
 - c. Communication skills
 - d. Ability to work independently and make judgments within a broad range of discretion
 - e. Ability to work under pressure, prioritize work among competing requests for service, and meet extremely tight deadlines
 - f. Political nonpartisanship
 - g. Ability to work in a highly confidential environment and maintain confidentiality while working for clients with conflicting interests
 - h. Established cooperative and productive relationships with persons or entities listed under Scope of Relationships
 - i. Demonstrated skill in providing advice and drafting assistance in the legislative and administrative rule process
 - j. Demonstrated legal editing skills
 - k. Demonstrated ability to perform, coordinate, administer, or supervise a project or function assigned by the Revisor
 - l. Demonstrated ability to manage staff
 - m. Ability to represent the office in a variety of settings

- n. Ability to participate as a member of a team in management decision making, problem solving, and communicating information
- o. Ability or experience in budgeting
- p. Ability to propose and implement creative solutions to unique situations
- q. Ability and experience to act as the Revisor in the Revisor's absence
- r. Ability and experience to assume the role as a senior manager

All identified duties are essential.

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