

**Job Title:** Assistant Deputy Revisor for Text Editing  
**Job Grade Level:** 12  
**Career Track:** None  
**Job EEO Code:**  
**Date:** December 2021  
**Agency/Department:** Office of the Revisor of Statutes  
**Reporting to:** Revisor of Statutes; Chief Deputy Revisor; functional reporting to the Deputy Revisors

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**Primary Objective:** The Assistant Deputy for Text Editing provides legislative drafting and administrative rule drafting and related legal services to legislators, legislative committees, the Governor and other constitutional officers, and state agencies, and provides editing services for office legal publications. In addition, an Assistant Deputy Revisor performs, manages, and administers office functions or projects as assigned by the Revisor and Chief Deputy Revisor. The Assistant Deputy Revisor for Text Editing serves on the Revisor's Office management team, serves as an attorney team manager and supervises office editing functions. The primary objectives of the position are accomplished under the general supervision of the Deputy Revisors.

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### **Responsibilities and 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, and Legal Editors, as assigned by the Revisor and Chief Deputy Revisor.
  - d. Manage office staff and office functions after regular business hours as team manager.
  - e. Verify and approve time sheets and leave requests of staff supervised.
2. Produce or supervise production of editing functions:
  - a. Review and code law for inclusion in *Minnesota Statutes* and compile Table 2.
  - b. Serve as coleader of editing team to develop and implement office publication processes and policies.
  - c. Supervise or review office editing functions and special editing office projects as assigned by the Revisor, Chief Deputy Revisor, or Deputy Revisor.
  - d. Recommend changes in editing policies and procedures to Deputy Revisor for Editing.
  - e. Draft, update, and revise the attorney editing manual in coordination with the Deputy Revisor for Drafting.
  - f. Prepare the Revisor's bill and the memorandum of explanation, meet with authors, and testify in committee as requested by the Revisor.
3. As directed by the Revisor or Deputy Revisor for Editing, perform specific representative and advocacy functions on:

- a. matters of editing policy and procedures; and
  - b. general office matters as part of the management team.
4. Serve as mentor for other staff and a resource for other offices regarding editing policies and procedures.
5. Draft 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 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.
6. 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 of Representatives 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.
7. Compare and prepare full-text side-by-side reports for members, conference committees, and the public on the differences between House of Representatives and Senate companion bills in conference committee.
8. Staff House of Representatives floor sessions to draft amendments, provide legal advice, and provide other drafting assistance to House of Representatives members and staff.
9. Draft and submit bills to the legislature that recodify, clarify, or correct errors in laws and statutes.
10. Research the status, operation, and wording of laws and proposed laws in other states and federal jurisdictions.
11. 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.

12. Review, correct, and approve administrative rule documents drafted outside the office for form, content, and effect on existing law, and recommend appropriate changes.
13. Prepare, review, and edit enacted law for publication in *Laws of Minnesota* and *Minnesota Statutes*:
  - a. Review actions of the legislature to decide how to report them, considering such questions as whether multiple amendments conflict or can be merged, how delayed repealers and effective dates should be reported, and what user aids should be included to organize the published material
  - b. Draft and review conflict and other editorial notes and histories
  - c. Make and review suggested editorial changes within the office's statutory editorial powers
  - d. Prepare and review material for the indexes to Minnesota Statutes and note errors in legislation for correction in the Revisor's bill and draft and submit the corrections and memoranda of explanation for the Deputy or Assistant Deputy for Editing for inclusion in the Revisor's bill
14. Prepare, review, and edit adopted administrative rules for publication in *Minnesota Rules*:
  - a. Draft and approve all editorial notes and histories
  - b. Review and determine the method of reporting agency action and the use of various user aids to organize the published material
  - c. Prepare, review, and edit material for the index to *Minnesota Rules*
15. Respond to inquiries about laws and rules, proposed legislation and rules, the legislative and administrative process, and general drafting and editing matters.
16. Maintain specific proficiency in assigned drafting areas and, to ensure ability to draft or review legislative documents in areas outside the primary drafting area, maintain general proficiency in all areas of law.
17. Perform, coordinate, or administer office functions or special projects as assigned by the Revisor such as publication tables, court rules, office performance report, Minnesota Supreme Court opinions report, Revisor's bill, counsel to joint claims committee, projects mandated by the legislature, and policy or work-process task forces.
18. As requested, staff legislative study groups, conference committees, and other legislative bodies.
19. Perform other duties as assigned.

**Budget Responsibility:**

None

### **Supervisor Responsibility:**

1. Attorneys on attorney team, including performance reviews
2. Drafting and Editing Manager, for editing functions
3. Senior Legal Editors when assigned to statutory editing and rules editing
4. Legal Editors when assigned to statutory editing and rules editing

### **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 Assistant Deputy Revisor is responsible
2. Direct the work of Administrative Assistants and Legislative Aides on tasks assigned to them by the Assistant Deputy Revisor, such as opening bill and rule drafting files, mailing and delivering documents, faxing, photocopying, and doing other similar tasks
3. Direct staff assigned to the special project or office function over which the Assistant Deputy Revisor has administrative responsibility, as assigned by the Revisor or the Deputy Revisor
4. Specifically supervise all staff after regular business hours as team manager
5. Generally, supervise attorneys assigned editing production or review functions or projects

### **Scope of Relationships:**

1. External relationships:
  - a. Daily contact with House of Representatives members and staff with respect to responsibilities and tasks 5 to 10 and 15
  - b. Daily contact with Senate members and staff with respect to responsibilities and tasks 5 to 10 and 15
  - c. Daily contact with constitutional officers and staff with respect to responsibilities and tasks 5 to 12 and 15
  - d. Daily contact with state departments and agencies staff with respect to responsibilities and tasks 5 to 12 and 15
  - e. Frequent contact with officials and staff of political subdivisions with respect to responsibilities and tasks 5 to 10 and 15
  - f. Frequent contact with lobbyists, including attorneys, and trade, governmental, and professional associations with respect to responsibilities and tasks 5 to 10 and 15
  - g. Occasional contact with publication vendors with respect to responsibilities and tasks 5 to 10 and 15
  - h. Occasional contact with judges and staff of judicial branch for court rules supervision
  - i. Frequent contact with public with respect to responsibilities and tasks 5 to 10 and 15
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
  - d. Daily contact with Revisor, Chief Deputy Revisor, and management team
  - e. Periodic contact with attorneys, including attorney serving as Master Indexer
  - f. Periodic contact with computer staff

## Decision Making and Impact of Error:

1. Discretion. Subject to the general office policies, an Assistant Deputy Revisor has broad discretion to analyze problems and issues and formulate and implement solutions to drafting requests and other requests for services:
  - a. Primary decision making:
    - i. on form and substance of all legislative documents drafted and on form and substance for all documents reviewed, subject to approval by the requester;
    - ii. while serving on the House of Representatives floor, the Assistant 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
    - iii. while acting as a team manager after regular business hours and on staffing and all work production.
  - b. Shared decision making:
    - i. with other legislative staff and members when substantive issues arise in a document that is being reviewed;
    - ii. with attorneys, Deputy Revisors and Assistant Deputy Revisor for Bill Drafting on form or substantive legal issues that arise during the drafting or review process;
    - iii. with attorneys and Deputy Revisors on drafting editorial notes, merging amendments to the same law, or resolving conflict issues that arise during the editorial process; and
    - iv. with Revisor, Chief Deputy 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, on the floor of the body or in the other body, or by passing a separate corrective bill. These corrections may inconvenience the legislative body, embarrass the legislator, or delay or impede the functioning of the legislature.
  - b. Errors may impact the rulemaking 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 may have to be published and approved by the Office of Administrative Hearings. 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 later legislative session. If this correction 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 the agency cannot overlook the error, the effect of the rule may be delayed until the rule can be amended or repealed through the rulemaking process. This delay may be inconvenient

and expensive for the agency and, if 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.

### **Working Conditions/Physical Demands:**

1. Normal office conditions, about 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.
4. During the legislative session, complex, error-free work on the House of Representatives floor must be performed under extremely short time constraints with no opportunity for consultation, with or normal review by others, with minimal workspace, and with few resources in an extremely noisy environment.

### **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. Demonstrated proficiency as a Senior Assistant Revisor or equivalent experience
  - b. Ability to perform as an Assistant Deputy Revisor
4. Knowledge:
  - a. Detailed knowledge of the legal subject areas to which the Assistant Deputy Revisor is assigned
  - b. Detailed knowledge of the political and legislative process
  - c. Detailed knowledge of the administrative rule process
  - d. Detailed knowledge of the rules of statutory interpretation and standards of legal drafting
  - e. Detailed knowledge of general legal editing practices
  - f. Detailed knowledge of the editing policies and procedures of the office
  - g. Knowledge of revisor's computer applications
5. Skills and 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 and demonstrated legal editing skills.
- j. Demonstrated ability to perform, coordinate, administer, or supervise project or function assigned by the Revisor
- k. Ability to lead or supervise others
- l. Ability to participate as a member of team in management decision making and problem solving and communicate information

**All identified duties are essential.**

Knowledge of management practices and principles.

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