



Dan Patrick  
Lieutenant Governor  
Joint Chair

Jeff Archer  
Executive Director

Dade Phelan  
Speaker of the House  
Joint Chair

## Research Editor 4 Sessional Positions (September 2, 2024 - August 29, 2025)

POSTING NUMBER **24016**

DATE POSTED **June 7, 2024** APPLICATION DEADLINE **June 21, 2024**

**WHO WE ARE** The Texas Legislative Council is an independent nonpartisan legislative support agency that serves as a source of impartial research and information. The research editor position is a sessional position within the research division of the council that runs through the end of August 2025 with the possibility of regular employment thereafter. Duties include editing legislative documents, online content, print publications, memoranda, and correspondence. The council allows for hybrid remote work in certain circumstances.

**WHO YOU ARE** We are looking for candidates who have a working knowledge of the legislative process and the structure and functions of state government. Successful candidates will also have an ability to work under deadline pressure and adapt to a change of pace in workload.

**WHAT YOU WILL DO** Primary responsibilities for this position include:

- Digitally editing documents produced by research staff (including resolutions, bill analyses, memoranda, and online content) for grammar, spelling, accuracy, and form.
- Working with drafters and reviewers to ensure accuracy.
- Performing other duties as assigned.

**STARTING SALARY** \$3,700.00 per month, with consideration for additional relevant experience.

**ADDITIONAL COMPENSATION**

- Vacation balance paid out for those with 6 months of continuous state service.
- Compensatory time balance paid out upon completion of working through August 2025.

**BENEFITS**

- Medical insurance paid for full-time employees.
- Optional benefits such as dental, vision, and life insurance available.
- 8 hours sick leave per month.

- 8 hours vacation leave per month.
- Compensatory time earned for any hours worked beyond regularly scheduled hours.

Council employees receive free garage parking in the downtown area, and we are in walking distance of many different bus routes and other public transportation options.

#### QUALIFICATIONS

Bachelor's degree in English, journalism, or a related field. Copyediting or proofreading experience preferred. Experience and education may be substituted for one another.

Minimum qualifications for this position include:

- Thorough knowledge of grammar, syntax, vocabulary, spelling, and general rules of style.
- Skill in communicating effectively, both orally and in writing.
- Skill in the use of word processing and other relevant software applications.
- Ability to work overtime and irregular hours as required, including evenings, weekends, and holidays.

#### TO APPLY

To be considered, an applicant must submit a resume and a completed State of Texas Application for Employment (available on the council's website: <https://tlc.texas.gov/employment>).

Submit requested documentation by:

**Email**

[TLCCareers@tlc.texas.gov](mailto:TLCCareers@tlc.texas.gov) (preferred method)

**Fax**

(512) 936-1064

**Mail**

Human Resources Office  
Texas Legislative Council  
P.O. Box 12128, Capitol Station  
Austin, Texas 78711-2128

**As a condition of employment, legal proof of authorization to work in the U.S. must be provided.**

**Requests for accommodation and/or services in the application process should be made to the above-cited contact.**