

TEXAS LEGISLATIVE COUNCIL

P.O. Box 12128, Capitol Station | Austin, Texas 78711-2128 | (512) 463-1155

Dan Patrick
Lieutenant Governor
Joint Chair

Jeff Archer
Executive Director

Dade Phelan
Speaker of the House
Joint Chair



Legal Editor I

POSTING NUMBER **24018**

DATE POSTED	July 12, 2024	APPLICATION DEADLINE	July 25, 2024
DEPARTMENT	Legal Division/Legal Editing Section		
SALARY	\$4,500.00 per month. Generous benefit package is also available. Please click here for more information.		
DESCRIPTION	Edits legislative documents, code revisions, and council correspondence for proper grammar and spelling, accuracy of legal citations, and correct form. Works closely with council staff to ensure accuracy of documents according to council style and house and senate rules. Participates in updating the statutes database after each legislative session. Work is closely reviewed.		
RESPONSIBILITIES	Primary responsibilities for this position include: <ul style="list-style-type: none">• Edits documents produced by council staff for proper grammar and spelling, accuracy of legal citations, and correct form.• Works closely with drafting attorneys, research staff, and other council staff to ensure accuracy of documents according to council style and house and senate rules.• Reads drafts and bills against current law.• Prepares legislation for engrossment and enrollment.• Incorporates amendments into bills and prepares certification pages for enrollment.• Reviews enrolled bills in updating the statutes database after each legislative session.• Edits code revisions and may edit council publications during the interim.• Participates in interim work groups.• Performs other duties as assigned.		
QUALIFICATIONS	Minimum qualifications for this position include: <u>Experience and Education</u> <ul style="list-style-type: none">• Bachelor's degree, or equivalent, in English, journalism, a foreign language, or a related field.		

- Copyediting or proofreading experience preferred.
- Experience and education may be substituted for one another.

Knowledge, Skills, and Abilities

- Thorough knowledge of language, vocabulary, grammar, and spelling.
- High-level reading comprehension.
- Skill in analyzing and organizing information and solving problems.
- Skill in oral and written communication.
- Skill in using reference materials effectively.
- Ability to learn council software applications.
- Ability to work independently.
- Ability to work on tasks requiring meticulous attention to detail.
- Ability to work well and diplomatically with others.
- Ability to meet tight deadlines and adapt to changes in workload.
- Ability to maintain professional appearance and demeanor.
- Ability to accept constructive criticism of work performance by reviewers.
- Ability to work overtime, weekends, on-call, and occasional late nights with no notice.
- Ability to work well under pressure.
- Ability to maintain confidentiality of material and information.
- Ability to maintain regular attendance.
- Ability to work as a member of a team.

TO APPLY

To be considered, an applicant must submit a cover letter, 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 (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.