



# TEXAS LEGISLATIVE COUNCIL

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

Lieutenant Governor Dan Patrick, Joint Chair  
Speaker of the House Dustin Burrows, Joint Chair  
Jeff Archer, Executive Director

## Legal Editor I

POSTING NUMBER 26012

DATE POSTED	June 4, 2026
APPLICATION DEADLINE	June 17, 2026
DEPARTMENT	Legal Division/Legal Editing Section
SALARY	\$4,750.00 per month. Generous <a href="#">benefit package</a> is also available.
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	<p>Primary responsibilities for this position include:</p> <ul style="list-style-type: none"><li>• Editing documents produced by council staff for proper grammar and spelling, accuracy of legal citations, and correct form.</li><li>• Working closely with drafting attorneys, research staff, and other council staff to ensure accuracy of documents according to council style and house and senate rules.</li><li>• Reading drafts and bills against current law.</li><li>• Preparing legislation for engrossment and enrollment.</li><li>• Incorporating amendments into bills and preparing certification pages for enrollment.</li><li>• Reviewing enrolled bills in updating the statutes database after each legislative session.</li><li>• Editing code revisions and council publications during the interim.</li><li>• Participating in interim work groups.</li><li>• Performing other duties as assigned.</li></ul>
QUALIFICATIONS	<p>Minimum qualifications for this position include:</p> <p><u>Experience and Education</u></p> <ul style="list-style-type: none"><li>• Bachelor's degree, or equivalent, in English, journalism, a foreign language, or a related field.</li><li>• Copyediting or proofreading experience preferred.</li></ul>





- 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.

#### TO APPLY

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

Note: An applicant may include a completed electronic TLC Application without signing it. The applicant's signature may be provided at a later date.

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.

