

Connecticut General Assembly
JOB OPPORTUNITY
Legislative Editor
Legislative Commissioner' Office

Open To: The Public

Location: Legislative Office Building

Hours: Extended hours, including nights and weekends during the legislative session.

Salary: \$175.23 per diem

Closing Date: 5:00pm, Friday, November 1, 2013

General Knowledge: Excellent English grammar and writing skills as well as attention to detail are essential, as are interpersonal, computer, and time management skills.

Preferred Skills and Ability: Collegial, deadline-driven, legal experience preferred.

Special Knowledge:

General Experience: Bachelors' degree in English, journalism or communications, or a related field, three years of editorial experience, and excellent communication skills.

Special Experience:

Substitution Allowed:

Eligibility Requirement:

Nonpartisan bill drafting office is seeking a legislative editor to work full-time from early December 2013 to May 2014, at a per diem salary of \$175.23. Primary responsibilities include proofreading and editing legislation, legal opinions, memoranda, correspondence and other documents drafted by office attorneys. Excellent English grammar and writing skills as well as attention to detail are essential, as are interpersonal, computer, and time management skills. Collegial, deadline-driven environment with extended hours, including nights and weekends during the legislative session. Minimum qualifications include: Bachelor's degree in English, journalism or communications, or a related field, three years of editorial experience, and excellent communication skills. Legal experience preferred.

Note:

For information about the Legislative Commissioners' Office, see our webpage at <http://www.cga.ct.gov/lco>.

Applicants will be required to take a timed editing skills test prior to being invited for an interview.

Application Instructions:

Interested and qualified candidates who meet the above requirements should submit a cover letter, a resume, and a Application for Employment to:

Submit cover letter and resume to:

**Legislative Commissioners' Office
Attn: Legislative Editor Position
Room 5500, Legislative Office Building
300 Capitol Avenue
Hartford, CT 06095**

**No e-mailed or faxed applications will be accepted. Applications must be received by
5:00 pm, Friday, November 1, 2013.**

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities