

**Connecticut General Assembly
Legislative Editor
Legislative Commissioner' Office**

Open To: The Public
Location: Legislative Office Building
Hours: Full Time (extended hours, including nights and weekends during the legislative session).
Salary: \$175.23 per Diem
Closing Date: Friday November 1, 2013

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.

Preferred Skills and Ability: Excellent English grammar and writing skills as well as attention to detail are essential, as are interpersonal, computer, and time management skills

Minimum Qualifications: 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:

Collegial, deadline-driven environment with extended hours, including nights and weekends during the legislative session.

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, and resume to:

**Legislative Commissioners' Office
Attn: Legislative Editor Position
Room 5500, Legislative Office Building
300 Capitol Avenue
Hartford, CT 06106**

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