

Connecticut General Assembly
JOB OPPORTUNITY
Legislative Editor - Legislative Commissioners' Office

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: The Public
Location: Hartford
Hours: Full-Time
Salary: Starting salary \$47,106
Closing Date: August 8, 2014

General Knowledge:

Nonpartisan bill drafting office is seeking a full-time legislative editor. 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. Excellent health insurance, retirement and other fringe benefits. Expected starting date is the end of September 2014.

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

Minimum Requirements:

Bachelor's degree in English, journalism or communications, or a related field, three years of editorial experience, and excellent communication skills. Legal experience preferred.

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

Application Instructions:

Please send resume and cover letter to: Legislative Commissioners' Office, Attn: Legislative Editor Position, Room 5500, Legislative Office Building, 300 Capitol Avenue, Hartford, CT 06106 to be received no later than 5:00 pm on August 8, 2014. No e-mailed or faxed applications will be accepted.

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.