



Position Title: Legislative Editor – Legislative Services Office

Agency and Location: Legislative Service Office
Cheyenne, Wyoming

General Job Description:

A legislative editor in the Wyoming Legislative Service Office (LSO) serves as support for essential functions of the Legal Services Division and other LSO Divisions, as necessary. Various duties are assigned between a number of legislative editors and include preparation for and staffing of legislative committees, preparation and proofing of legislation, editing, research and administrative tasks.

Duties and Functions:

The listed functions are illustrative only and are not intended to describe every function which may be performed in the job level.

- Legislative editors serve as either the House Attorney's Office or Senate Attorney's Office secretary during every legislative session (1-2 months per year);
- Helping to staff legislative committees (e.g. attending formal committee meetings around the state and in Cheyenne; preparing agendas; preparing meeting materials, copying and preparing committee handouts and notebooks; preparing on-line document indexes; coordinating with committee chairmen, agencies and the public on meeting topics);
- Preparing formal meeting summaries after legislative committee meetings;
- Assisting attorneys to prepare legislation and do background research;
- Conducting legislative and other research;
- Reviewing and editing legislation and agency administrative rule reviews;
- One or more legislative editors serve as "bill processors." They work with legislators and committees to finalize draft legislation and to prepare legislation for introduction at each legislative session. Bill processors also work after each legislative session to produce the final versions of the Wyoming Statutes, Session Laws and digest records;
- Reviewing and editing legal, research and other memorandum;
- One legislative editor will coordinate and schedule LSO's review of executive agency rules;
- Preparing presentations;
- Data compilation and organization;
- Summarizing legislation;



- Coordinating with the public, interests groups, and local, state, and federal agencies on legislative issues;
- Monitoring statutory reporting to assigned committees;
- Assisting other LSO staff in developing or conducting in-house professional development programs or other training or informational presentations for staff or members of the Wyoming Legislature;
- Providing general administrative support;
- Completing special projects and other assigned tasks.

Qualifications:

- Exceptional research and writing skills;
- Exceptional organization skills;
- Strong verbal communication skills;
- Microsoft products skills;
- Knowledge of public policy issues and state government is preferred, but not required;
- Paralegal training or experience is preferred, but not required.

Salary: Negotiable based upon experience.

Applications: Send a cover letter, resume, writing sample, relevant post-secondary grade transcripts, and a list of three references to:

Wyoming Legislative Service Office
200 W.24th Street, Rm #213
State Capitol Building
Cheyenne, WY 82002
ATTN: Ian Shaw, Legal Division Administrator

Complete application materials in PDF or Microsoft Word format can also be emailed to:
ian.shaw@wyoleg.gov

Closing Date: Open until filled