



**Position Title: Legislative Editor – Budget/Fiscal**

**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 Budget/Fiscal Division and other Divisions, as necessary, including: Joint Appropriations Committee staffing; Joint Education Interim Committee staffing; select committee staffing; completion of a range of legislative requests; preparation of presentations; data compilation and organization; assisting with revenue forecasting and monitoring, including data entry; and appropriation and expenditure development and monitoring.

**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.*

- During the legislative session and agency budget hearings, acts as administrative staff to the Joint Appropriations Committee (3-4 months per year);
- Serves as administrative support at interim committee meetings, including set-up and preparing meeting summaries;
- Assists with arrangement of legislative interim committee meetings;
- Completes legislative interim requests to include research, data compilation and analysis;
- Monitors statutory reporting to assigned committees;
- Prepares fiscal notes;
- Drafts end of session summaries;
- Assists 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;
- Completes special projects and other assigned tasks;
- Tracks legislative bills with fiscal impact;
- Communicates and coordinates with representatives of federal, state and local governments, interest groups and private individuals to develop committee agendas.

**Qualifications:**

- Associates degree in political science, accounting, economics, finance, business, or related field



- Commensurate experience will be considered
- Strong verbal communication skills
- Excellent Microsoft products skills are a must
- Exceptional research and writing skills
- Knowledge of public policy issues and state government is preferred, but not required
- Paralegal training or experience preferred, but not required

**Salary:** Negotiable based upon experience.

**Applications:** Send a cover letter, resume, one-page writing sample, and a list of three references to:

Wyoming Legislative Service Office  
200 W.24<sup>th</sup> Street, Rm #213  
State Capitol Building  
Cheyenne, WY 82002  
ATTN: Don Richards

Complete application materials in PDF or Microsoft Word format can also be emailed to:  
[don.richards@wyoleg.gov](mailto:don.richards@wyoleg.gov)

**Closing Date:** Open until filled