

JOB ANNOUNCEMENT
Posting Date 7/30/2018
Legislative Research Commission
Assistant Reviser of Statutes

The Legislative Research Commission is accepting applications for the position of Assistant Reviser of Statutes in the Statute Revision Department. This position is nonpartisan and requires the ability to work with neutrality in a politically charged environment.

Job Duties:

- Conduct editorial and legal reviews of all drafts of bills, resolutions, committee and floor amendments, proposed and adopted committee substitutes, conference committee reports, and free conference committee reports prepared by LRC committee staff and other agency bill drafters.
- Review summaries and index entries of bills and resolutions for the Legislative Record.
- Consult with bill drafters on needed revisions to bills, resolutions, committee and floor amendments, proposed and adopted committee substitutes, conference committee reports, and free conference committee reports.
- Conduct any needed legal research pertaining to statutes, the Kentucky and United States Constitutions, submitted drafts of bills, resolutions, committee and floor amendments, proposed and adopted committee substitutes, conference committee reports, and free conference committee reports.
- Answer questions from bill drafters concerning their initial preparation of drafts of bills, resolutions, committee and floor amendments, proposed and adopted committee substitutes, conference committee reports, and free conference committee reports.
- Answer questions from legislators, the public, and other state agency personnel concerning statutes, the Kentucky Constitution, introduced bills and resolutions, filed committee and floor amendments, adopted committee substitutes, and filed conference committee and free conference committee reports.
- Provide information on the legislative history of statutes as requested.
- Provide versions of superseded statutes upon the request of attorneys and judges.
- Review numbers and catchlines assigned by the Reviser of Statutes to new statutes created in enacted legislation.
- Review and edit the text of statutes in enacted bills, and modify statute catchlines as necessary.
- Incorporate amendatory text into existing statutes from enacted bills and, in the case of multiple amendments to the same statute, determine whether the amendments are in conflict.

- Proofread documents prepared by Bill Processing that incorporate the revisions of the text of enacted bill text.
- Suggest revisions to LRC's Bill Drafting Manual for consideration by the Reviser of Statutes.
- Suggest topics for inclusion in training sessions for bill drafters conducted by the Reviser of Statutes.
- Perform other duties as assigned.

Minimum Requirements: A Juris Doctor, master's degree, or other advanced degree in government, public policy or administration, or political science, supplemented by six years in public policy, legislative management, legal analysis, or a related field, which must include substantial bill drafting as a primary responsibility. Education may be substituted for experience, and experience may be substituted for education, at the discretion of the hiring supervisor/manager.

Those presenting a law degree must possess it from a law school accredited by the American Bar Association and must be admitted or eligible for admission to the Kentucky Bar.

Advanced knowledge of the legislative process will be given added consideration.

Desired Skills and Abilities:

- Excellent verbal and written communication skills to communicate effectively and impartially with others involved in the legislative process.
- Detailed knowledge of bill drafting and codification requirements, practices, techniques, and procedures paired with strong editorial skills, and the ability to interpret federal, state, and local laws, regulations, and legal precedent.
- Strong research skills and the ability to prepare succinct written analysis of complex projects and issues.
- Strong general research and legal research ability, including the ability to prepare legal analyses and legal memoranda.
- Ability to maintain strict confidentiality of bill draft content and other legislative work.
- Ability to work independently as well as in a team environment.
- Ability to work under pressure and meet specific deadlines.
- Excellent skills in using Microsoft Office products, including Word, Excel, PowerPoint, and Outlook.
- Excellent skills in using LRC's bill drafting and bill processing applications.
- Ability to maintain records and files.
- Ability to uphold expectations of a nonpartisan staff member.
- Ability to work extended hours as needed.

The individual selected for this position must have a positive attitude; a strong work ethic; attention to detail; competence in using correct grammar, spelling, and punctuation; excellent written and verbal communication skills; and a public service orientation with the ability to maintain a good rapport with LRC staff, state employees, and the public. The individual must be

able to work under stress, with the understanding that, during legislative sessions and occasionally during the interim, significant amounts of overtime will be required.

This is a permanent, full-time position with benefits including health and life insurance; retirement plan; and paid holidays, vacation, and sick days. Compensatory time is awarded on an hour-for-hour basis with prior approval.

Application Deadline: Applications for this position must be submitted by the close of business on August 24, 2018. Review will begin immediately upon receipt.

All persons who meet the minimum requirements and are interested in this position must email a cover letter and current résumé to LRCresumes@lrc.ky.gov and list the job title in the email subject line. An application (which may be accessed at www.lrc.ky.gov/lrc/LRCApplication.pdf) must be completed prior to any interview. Each person interested in the position is encouraged to submit the application when submitting the cover letter and current résumé.

Alternatively, applicants may mail these materials to:

Tim Holbrook
Deputy Director/Chief Human Resources Officer
Legislative Research Commission
702 Capitol Avenue, Capitol Annex, Room 104
Frankfort, Kentucky 40601

The Legislative Research Commission is an equal opportunity employer and does not discriminate in hiring or promotional practices on the basis of age, gender, ethnicity, religion, national origin, or disability.