

Register Editorial Assistant

SALARY: \$4,544 - \$5,037 Monthly

OPENING DATE: 10/08/2024

CLOSING DATE: 10/25/2024



Statute Law Committee EXEMPT RECRUITMENT ANNOUNCEMENT

JOB TITLE: Register Editorial Assistant

OPENING DATE: August 23, 2024

CLOSING DATE: October 8, 2024

SALARY: \$4,544 - \$5,037 per month, DOQ

This position qualifies for the full benefit package including retirement.

DUTIES:

ROLE:

An Editorial Assistant is an entry level position in the Office of the Code Reviser. Editorial Assistants work in a two-person team. One person reads aloud from a document marked with edits, while simultaneously, the other team member reviews a second document in which the marked edits have been incorporated. The goal of this process is to ensure that the marked edits are reflected correctly in the new document. Edits may include adding new language, changing existing language, and removing language. Editorial Assistants, known in the Office of the Code Reviser as Proofreaders, also read for standard spacing and numbering conventions, character changes, correct spelling (such as their vs. they're), etc.

Register Editorial Assistants work with documents submitted for publication in the Washington State Register (WSR). The WSR includes notices of proposed rules, emergency and permanently adopted rules, public meetings, requests for public input, notices of rules review, executive orders of the governor, court rules, summary of attorney general opinions, as well as other items subject to publication in the WSR.

QUALIFICATIONS:

KNOWLEDGE, SKILLS, and ABILITIES:

The ideal candidate will provide proofreading services for register filings and other administrative documents in a full-time capacity.

- Ability to work closely with other staff in a team environment where two persons are working together as “proofing partners.” This person will work on a team with an experienced Editorial Assistant in an environment of a fast-paced office, and the demands and time constraints of WSR deadlines.
- Ability to read out loud to a partner and to listen as a partner reads to you.
- Excellent spelling, grammar, and English language skills.
- Flexible, patient, organized, self-motivated and loves working with the “details.”
- Ability to answer phones and cover others’ desks while they are away.
- Knowledge of alphabetical and numerical filing systems.
- Strong organizational skills with the ability to multi-task.
- A dependable and strong work ethic, and the ability to maintain a professional demeanor at all times.
- Ability to seek and follow supervisory direction as required.
- Positive attitude and the ability to be an exceptional team member.
- Ability to maintain strict confidentiality at all times.
- Ability to remain seated for most of the day, working on a computer, in an office setting.
- Ability to work more than a 40-hour work week in the office during the legislative session.
- Ability to perform other duties as necessary at the discretion of the Code Reviser.

Must be able to work mandatory overtime during the Legislative Session that includes evenings, holidays, and weekend work shifts, where leave is not typically approved unless there is an exceptional circumstance that arises.

SUPPLEMENTAL INFORMATION:

HOW TO APPLY:

Please submit the following information:

- A letter of interest addressing the specific qualifications and your knowledge, skills, and abilities that are applicable to this position. No more than two pages in length.
- A current resume detailing your experience and/or education.
- A list of at least three professional references, including one supervisor, with company name, current telephone number and/or email contact information.

Please email completed packets to: LSSHROffice@leg.wa.gov

Applications without the requested above materials will not move forward in the recruitment process.

We prefer to receive all application packages via e-mail with .pdf attachments.

The Office of the Code Reviser is an equal opportunity employer. We strive to create a working environment that includes and respects cultural, racial, ethnic, sexual orientation, and gender identity diversity. Women, racial and ethnic minorities, persons with disabilities, persons over 40 years of age, disabled and Vietnam era veterans, and people of all sexual orientations and gender identities are encouraged to apply. Persons needing accommodation in the application process or this announcement in an alternative format may contact Kacey Rowe in the Human Resources office at (360) 786-7337.