SALARY
$6,203.00 - $6,680.00 Monthly

DESCRIPTION
Are you licensed to practice law in the State of Washington? Do you have an interest in working in the legislative environment? Do you have the ability to maintain the highest level of confidentiality at all times? Are you able to be flexible and understanding of our clients and their needs? If so, then you may be interested in the opportunity to join our team at the Office of the Code Reviser, located on the beautiful State Capitol Campus.

The Office of the Code Reviser is the official bill drafting arm of the legislature and provides a central bill drafting service for legislators, legislators-elect, legislative committees, joint committees, the Governor, state elected officials, and state agencies.

The objectives of the Office of the Code Reviser are to provide high quality services in a professional and strictly nonpartisan and cost-effective manner. The Office of the Code Reviser seeks to foster professionalism and expertise that results in a highly accurate publication of laws and agency rules.

This position qualifies for a full benefit package including retirement, health insurance, paid holidays, vacation, and sick leave. This position is exempt from civil service.

DUTIES
• Assist Senate, House of Representatives, and state government agencies’ professional staff, as well as other clients, in the production of documents for the legislature.

• Provide bill drafting expertise to ensure that all legislative documents produced by the Code Reviser’s Office meet the technical and editorial standards contained in the Bill Drafting Guide as well as statutory and case law requirements.

• Receive bill draft requests from clients.
• Review bill draft requests for form, style, and substance and convert the bill draft request to standard legislative format.
• Communicate with the client to resolve technical and legal issues in the bill draft request.
• Act as a team leader within the office. Each bill draft request is reviewed by an attorney, a legal editor, an editorial assistant (typist), and a proof reading team.
• Compile and codify all laws of a general and permanent nature for publication in the Revised Code of Washington (RCW).
• Review existing RCW sections that were amended multiple times during the legislative session to determine their status for upcoming publication.
• Review and codify bills for publication in the RCW, including writing and editing sections, chapter, and title captions, assigning appropriate RCW numbers to new or recodified sections, and drafting reviser’s notes when required.
• Reviewing publication documents prior to final publication of the RCW.
• Performing other duties as required.

QUALIFICATIONS: KNOWLEDGE, SKILLS & ABILITIES
• Ability to expeditiously and accurately evaluate large amounts of information, including existing laws, rules, and court cases, for the effective preparation of legislation.
• Have a strong desire to become proficient in the technical aspects of bill drafting and the legislative process.
• Strong organizational skills with the ability to multi-task, including managing, prioritizing, and completing multiple drafting projects under the time constraints of a fast-paced legislative environment.
• Positive attitude and the ability to be an exceptional team member.
• Ability to maintain strict confidentiality at all times.
• A dependable and strong work ethic and the ability to maintain a professional demeanor at all times.
• Flexible, patient, organized, self-motivated and loves working with the “details.”
• Ability to remain at your work station for most of the day, working on a computer, in an office setting. Telework options are limited and subject to the discretion of the Code Reviser.
• Ability to work more than a 40 hour work week during the legislative session. Must be able to work mandatory overtime during the legislative session including evenings, holidays, and weekends. Leave is not typically approved during the legislative session unless there is an exceptional circumstance.
• Membership in good standing with the Washington State Bar Association.
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 numbers 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.

SEND TO
Lisa Biscay, HR Business Partner
Legislative Support Services
PO Box 40500
Olympia, Washington 98504-0500

E-mail: LSSHROffice@Leg.wa.gov
Phone: (360) 786-7332

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 Lisa Biscay in the Human Resources office at (360) 786-7337.