

## OPEN POSITION NOTICE

Office of Legislative Counsel  
General Assembly of Georgia

Position: Editor  
Location: 316 State Capitol, Atlanta GA  
Job Openings: 1  
Type: Full-time with benefits (health insurance, retirement, etc.)  
Salary: Dependent upon qualifications and experience  
Application Deadline: September 2, 2017  
Expected Starting Date: October 2, 2017

### **Duties and Responsibilities**

Under limited supervision, primary duties and responsibilities include proofreading and editing legislation drafted by Office attorneys and other legal documents.

Extended hours required when General Assembly is in session (January through approximately mid-April); typically 40 hours per week in the interim between legislative sessions (mid-April through December).

All editors report directly to the Lead Editor.

### **Minimum Qualifications**

Excellent English grammar and usage required. Four-year college degree from accredited institution, with satisfactory course grades in one or more of the following areas: English composition, journalism, communications, or other similar relevant studies. Familiarity with word-processing and other office software applications.

Must be mature individual capable of working both independently and within a collegial team environment. Interpersonal and time-management skills are essential. Must be able to work calmly and steadily in a frequently fast-paced environment.

### **Preferred Qualifications**

Prior professional editing experience.

### **Additional Information**

Please note that the Office is prohibited from "employing persons related to members of the General Assembly or Executive or Judicial Officials, or persons actively identified with a political faction." Any offer will be conditioned upon satisfactory results from a criminal history check. See the Office of Legislative Counsel web page (linked below under the "How to Apply" section of this notice) for further information about the Office.

### **How to Apply**

Qualified and interested applicants should fill in the interactive Application for Employment ( G e n e r a l ) f o r m f r o m t h e O f f i c e w e b p a g e a t <http://www.legis.ga.gov/Joint/en-US/LegCounsel.aspx> and print, sign, scan, and submit the completed application by attachment to an email addressed to [LegCounsel@legis.ga.gov](mailto:LegCounsel@legis.ga.gov) only. A cover letter and any other documents required by the application form also should be attached to the email. Specify "Editor application" in the summary line of the email.

Applications which are incomplete, unsigned, or submitted by means other than that specified here may not be considered.

All complete, signed, and properly submitted applications evidencing satisfaction of minimum qualifications will be considered but may be screened for preferred qualifications, and not all applicants may necessarily receive an interview. Candidates may be scheduled for an editing proficiency test. Due to the volume of applications received, we are unable to provide information on the status of each application. Applicants who are not selected for interviews will not receive notification.