DRAFTING AND EDITING ASSISTANT

Minnesota Legislature

The Office of the Revisor of Statutes, a nonpartisan office of the Minnesota Legislature, is seeking employees with excellent keyboarding, grammar, and proofreading skills. Responsibilities include word processing, data entry, and proofreading of bill drafts and other legislative documents. A strong ability to work independently and as a member of a team is required. These are full-time, temporary positions starting between mid-December and early January and extending through the end of the 2022 regular legislative session on May 23, 2022, with the potential for permanent employment following the temporary term. Positions require occasional late evening and weekend work.

For a full job description, see <https://www.revisor.mn.gov/employment/>

The salary is $1,459 biweekly.

Cover letter and resume must be received no later than November 29, 2021.

(*Resumes will not be acknowledged without cover letter*.)

Office of the Revisor of Statutes

Attention: Drafting and Editing Assistant

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