

**Oregon State Legislature
Editor/Analyst I
Job Description**

Classification Title	Editor/Analyst I		
Job Code:	9778	Job Family:	Legislative
Pay Grade	08	Date Reviewed:	
FLSA Status	Exempt	Date Revised:	12/2020

GENERAL SUMMARY

Provides confidential research, editorial, technical and publication expertise and services to the Office of the Legislative Counsel and the Legislative Assembly. Analyzes draft legislation, proposed amendments, legal opinions and other correspondence for accuracy, logic, form and style and internal and external consistency.

REPORTING RELATIONSHIPS

Reports to the Publication Services Manager.

ESSENTIAL DUTIES & RESPONSIBILITIES

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.

1. Analyzes drafts of legislative measures and amendments for the intent and policy issues involved; determines whether drafts accomplish their goals.
2. Edits draft legislation and amendments for technical elements required by the Legislative Assembly; evaluates proposed changes for potential issues within draft or with conflicting statutes and proposes solutions.
3. Performs technical editing and analysis of legal opinions and correspondence.
4. Produces printed legislative measures, amendments, engrossed and enrolled measures. Edits and performs various technical checks.
5. Provides consultation and assistance to legislative counsel attorneys.
6. Conducts research using appropriate legal research databases and wide variety of reference sources.
7. Verifies quoted material, citations and case conclusions; analyzes policy issues involved.
8. Compiles specialty and custom legal publications for print and web editions. Organizes, analyzes, and categorizes new and revised laws.
9. Completes special projects, such as preparing and maintaining databases, producing Legislative Counsel manuals and job aids, and processing public records and research requests.

10. Manages competing deadlines and multiple projects simultaneously and adjusts to frequently changing demands.

KNOWLEDGE, SKILLS & ABILITIES

- **Knowledge of:**
 - Concepts of statutory drafting and construction
 - Legal writing, form and style
 - Mathematic and financial principles
 - Legislative practices and procedures
 - The structure and conventions of court opinions
 - Office processes and policies as described in multiple manuals and job aids
 - Style guides including *Bluebook: A Uniform System of Citation*, and the legislative style guide of Legislative Counsel

- **Skill in:**
 - Written and verbal communication
 - Proofreading and technical editing
 - Using computers and software applications for research and document preparation
 - Conflict resolution
 - Interpreting and explaining information
 - Responding to shifting priorities and expectations

- **Ability to:**
 - Research and understand current law, proposed legislation, case law, and other sources
 - Maintain an impartial, nonpartisan perspective in a political environment
 - Use logic and reasoning to identify issues and potential solutions regarding formal and technical aspects of legislative drafting
 - Verify citations and supporting documentation using multiple resources
 - Read for logic and flow, and to correct errors in grammar, syntax, punctuation and formatting
 - Perform written and oral proofreading
 - Organize, analyze, and categorize new and revised laws
 - Respond to public records and research requests
 - Multitask and switch between different tasks quickly and remain organized
 - Manage time effectively to meet deadlines
 - Follow extensive process documentation, as well as complex and intricate workflow processes
 - Work in a team setting
 - Analyze legislative drafts and legal opinions to determine if any unintended or undesired consequences could arise
 - Make editorial decisions

MINIMUM JOB REQUIREMENTS

Bachelor's degree and at least one year of related experience.

An equivalent combination of education and experience sufficient to demonstrate ability to perform the duties of the position may be considered.

OTHER REQUIREMENTS

None.

WORKING CONDITIONS

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Positions in this class have good working conditions relatively free from unpleasant environmental conditions or hazards. Office environment.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Sedentary Work – Depending on assignment, positions in this class typically exert up to 10 pounds of force occasionally, a negligible amount of force frequently, and/or constantly having to lift, carry, push, pull or otherwise move objects. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.