

**Connecticut General Assembly
JOB OPPORTUNITY
Statute Revision Specialist**

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: The Public

Location: Hartford

Hours: Full-Time

Closing Date: December 16, 2016

General Knowledge:

Connecticut General Assembly's nonpartisan legal services office seeks a full-time Statute Revision Specialist. The responsibilities of this position are unique to this office. Responsibilities include performing professional functions in connection with the indexing of Special Acts, the publication of the annual Public and Special Acts, the maintenance of the General Statutes database, and the biennial publishing of the revised General Statutes and the Supplements thereto.

Required functions include verifying information in reference tables, creating publication documents, and proofreading, reviewing and editing publication documents for content, accuracy, grammar and spelling. Responsible for collecting and reviewing work of legislative attorneys. In addition, responsibilities may include certain tasks related to the legislative session.

The starting salary for the Statute Revision Specialist is \$70,584, plus excellent health insurance, retirement and other fringe benefits.

Required Skills and Ability:

Requires excellent writing, editing, grammatical, proofreading and analytical skills, proficiency with various information technology applications, including electronic text search systems, accuracy and attention to detail, strong teamwork skills, and initiative. Must be highly self-motivated, perform excellent work under deadlines and be willing and able to work extended hours.

Bachelor's degree in English and three years of experience in publication or an equivalent combination of education and relevant experience. J.D. or experience in legal publication field desirable.

Application Instructions:

To apply for the position, a letter of application, resume and writing sample (2 - 4 pages) should be sent by U.S. Mail, overnight courier service or hand-delivery to:

**Statute Revision Specialist Search
Legislative Commissioners' Office - Suite 5500
Legislative Office Building
Hartford, CT 06106-1591**

Letter of application should specify how the applicant meets the requirements of the position as described in this advertisement. Applications must be received by **5:00 P.M. on December 16, 2016.**

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.