



State of Alabama  
Legislative Services Agency  
11 South Union Street, Suite 613  
Montgomery, Alabama 36130



**POSITION TITLE: Legislative Resolution Writer and Editor  
(A non-merit position)**

**LOCATION: LSA-LEGAL DIVISION, Montgomery, Alabama**

**POSITION OVERVIEW:** The Legal Division of the Legislative Services Agency (LSA) is a non-partisan office that provides legal and professional support to the Alabama Legislature. The Division is primarily comprised of attorneys who draft legislation and other legal documents, as well as support staff, including resolution writers and proofers, who apply their expertise in reviewing the documents drafted by the attorney.

The LSA is an innovative and dynamic agency located in Montgomery, Alabama. We are seeking an energetic candidate with strong proofreading and writing skills to join our team in a supportive environment within the public sector. This is a full-time position that involves proofreading and editing legislative documents for bill drafting attorneys and drafting legislative resolutions for legislators. The position is supervised by an office services supervisor who assigns and reviews work.

The individual hired for this position must always display professionalism, nonpartisanship, and confidentiality. The candidate must have the ability to excel in a fast-paced environment and be able to work extended hours during the legislative session.

**DUTIES AND RESPONSIBILITIES:**

- Compose resolutions using customized agency drafting software and the established format and drafting style.
- Input requests for resolutions from legislators and staff, including pertinent information regarding the resolution, into agency software system.
- Ensure work product quality by researching and gathering additional information and by verifying information provided.
- Critically review draft legislation, attorney memoranda, and other documents prepared by the legal staff to ensure clarity, consistency, and accuracy.
- Review documents drafted in the agency for spelling, grammar, arrangement, punctuation, capitalization, outline form, and style.
- Recommend corrections and offer optional approaches to improve the quality of the edited text.
- Maintain confidentiality of all documents and information received.
- Assist other support staff with various functions as needed and perform other duties as assigned.

- Possess thorough knowledge of standard English, including grammar, punctuation, spelling, and word usage.
- Work independently, be highly productive, multitask, and meet deadlines under stressful conditions.
- Act professionally, objectively, and impartially while maintaining strict confidentiality with politically sensitive work.

### **MINIMUM QUALIFICATIONS:**

- Bachelor's degree in English, Journalism, Education, or a related field with emphasis in writing.
  - One year of relevant work experience in proofreading, editing, publishing, or writing. A relevant master's degree may be substituted for experience.
- OR**
- Associate degree or two years post-secondary coursework in English, Journalism, Education, or a related field with emphasis in writing.
  - Two years of relevant work experience in proofreading, editing, publishing, or writing.

### **POSITION DETAILS:**

**All employment with the Legislative Services Agency is at will.** Employees of LSA receive the same benefits provided to State merit-system employees, including health insurance provided by Alabama State Employees' Insurance Board, a defined benefit pension plan provided by Retirement Systems of Alabama, and follow the same holiday and leave policies as merit employees. **The LSA is an Equal Opportunity Employer.** **Note: A criminal background check will be conducted before an official offer of employment is made.**

**Starting Salary:** commensurate with education and experience.

**How to Apply for This Position**

Qualified applicants must submit a resume, a cover letter of interest, and references to Letitia Hendricks, Human Resources Manager at [recruitment@lsa.state.al.us](mailto:recruitment@lsa.state.al.us), Subject: Legislative Resolution Writer and Editor. Additional information, including a writing sample, copies of diplomas, transcripts, and any pertinent certificates of achievement or continuing education credits may be requested. **Note: Submission and review of documents does not guarantee an interview.**

**This position will remain open until filled.**

EQUAL OPPORTUNITY EMPLOYER