

Office of the Parliamentary Counsel

JOB DESCRIPTION

POST TITLE: LEGISLATIVE EDITOR

GRADE: (JLG/LO 1)
POST NO:

REPORTS TO: DEPUTY CHIEF PARLIAMENTARY COUNSEL
(JLG/LO 6)

JOB POSITIONS SUPERVISED: N/A

JOB SUMMARY:

Under the direction of the Deputy Chief Parliamentary Counsel, the Legislative Editor formats, edits the draft legislation and proofreads documents to be sent to the printers. Assist with conducting legal research regarding proposals for legislation. Undertakes the training of other Legislative Editors. Oversees the maintenance of the Office Library and ensures that legal research publications are current and updated as necessary.

Duties

- Assists in proofreading and editorial checking of draft Bills and other confidential documents such as draft proclamations, rules, regulations, orders, notices, notifications, resolutions (parliamentary as well as legislative), *etc.*
- Conducts as necessary, legislative research into matters concerning proposals for legislation (primary and subsidiary) using appropriate computer-based research tools;
- Reads amendments into Acts and or draft Bills as necessary;
- Formats and scans draft Bills when required;
- Undertakes training of new employees in editorial checking;

- Oversees the maintenance of the Office Library, ensuring that legal research publications are current and updated as necessary;
- Performs additional tasks assigned from time to time.

Scope of Authority: N/A

Key areas of Responsibility: N/A

Performance Standards:

The job is satisfactorily performed when:

- Accurate proofreading and editorial services/ checking of draft Bills and other confidential documents are conducted in such a manner that timelines are met;
- legislative research is conducted within one week of receiving the drafting instructions and conducted in a careful and comprehensive manner as to facilitate the drafting of accurate legislation, using the appropriate computer-based research tools;
- Legal staff is kept abreast by weekly reports of the progress of outstanding draft legislation to be proofread/ edited;
- Accurate formatting, scanning and editing of draft Bills are conducted within 2-3 weeks of receiving the draft, time factor varies, depending on length of draft.
- Legal research publications are current and updated twice per year and or as necessary;

MINIMUM REQUIRED EDUCATION AND EXPERIENCE

- Bachelor Degree in the Liberal Arts or Diploma in Paralegal studies
- Minimum of five years experience in the legal support field with experience in performing editorial services

COMPETENCIES

- Excellent command of English Language
- Excellent time management & communication skills
- Excellent research and analytical skills
- High level of word processing skills coupled with sound knowledge of Microsoft Office products, in particular Word and on-line research capabilities
- Highly developed organizational skills with specific attention to details
- Ability to train other staff in the duties of the position
- Ability to work under pressure and meet critical timelines, with limited supervision

This document is a true and accurate description of the position.

Signature of job holder:
(Post to be establish)

Date:

Supervisor/Manager:

Date:

Head of Department:

Date: