

## **Office of Legislative Legal Services Publications Editor**

A publications editor in the Office of Legislative Legal Services (Office) supports the Office's core publications functions, including those associated with the legislative session, by compiling, editing, arranging, and otherwise preparing legislation for publication in the Colorado Revised Statutes and session laws including:

- Reviewing written documents for grammar, spelling, punctuation, comprehensibility, and adherence to Office style and format requirements for publication in the Colorado Revised Statutes and session laws;
- Actively following bills as they move through both the houses and ensuring that amendments have been fed into bills correctly by the enrolling rooms;
- Reviewing and updating the publications work of other Legislative Editors in the Office;
- Proofreading legislation and other written Office work product by reading aloud with another legislative editor;
- Running macros to prepare inserts for Subject Matter Team LEs;
- Running macros to copy the changes made by a bill into the updates directory and then verifying the coding;
- Correcting errors and omissions in Updates printouts;
- Entering information into the Red Book;
- Working with other publications editors in performing additional functions to ensure completion of publications work within deadlines in an accurately and timely manner.

Because the work of a publications editor is more individualized in nature than the work of legislative editors, one or more of the following job functions or job expectations set forth below may not apply to a particular publications editor:

- Perform legal research;
- Review letters in the Index for accuracy;
- Assist the annotations attorney in reviewing annotations written by others in the Office;
- Assigns and distributes cases for annotating to the various teams;
- Perform research for revisor's bill submittals;
- Respond to inquiries for certified copies;
- Assist the public in orders for statutory materials;
- Order and distribute of the statutes;
- Prepare charts, tables, and other graphical presentation and research materials;
- Assist others on the team or in the Office in completing their duties as necessitated by workload demands;

- Perform general administrative and clerical tasks such as making photocopies of and delivering written communication from the Revisor of Statutes to other legislative staff, the Governor's office, or the public;
- Support the Office's work related to the activities of non-session legislative committee work;
- Develop and prepare or assist others in the Office staff in developing and preparing presentation materials for new legislator training, Office training programs, or training programs for other legislative or executive agency staff;
- Complete special projects and other tasks, which may include administrative tasks, assigned by his or her team leader or head legislative editor or by a member of the Office Management Team;
- Participate in or serve as chair of Office committees or ad hoc committees;
- Other general administrative duties.

The Pub Team is very much in the background. The team doesn't have much, if any, interaction with legislators. The team's interaction is mostly with other staff from the Office, the Governor's office, and the House and Senate enrolling rooms and front desks.

(Updated 11/21/2016)