

**LEGISLATIVE REFERENCE BUREAU  
REVISION OF STATUTES DIVISION  
(Legal Publication Designer)**

**About Us:**

The Legislative Reference Bureau (LRB) is a non-partisan legislative service agency that provides research, analysis, drafting, and technical support to Hawaii legislators, legislative committees, and in some cases, other government agencies and members of the public. Information about LRB may be found at <https://lrb.hawaii.gov>.

The Revision of Statutes Division is responsible for compiling, revising, and publishing the Hawaii Revised Statutes, Session Laws of Hawaii, and other legislative reference documents each year. Division staff engage in the continuous review of existing laws and prepare a revision bill, as necessary, to correct any technical nonsubstantive errors found. Division staff also assist other government agencies by reviewing Hawaii Administrative Rules for conformance with rule format guidelines.

**Position Summary:**

This position serves primarily as a publisher and desktop publishing specialist responsible for the layout, formatting, and production of the Hawaii Revised Statutes and the Session Laws of Hawaii. The role ensures that complex statutory materials are accurately typeset and prepared for print and digital distribution. Secondly, this position assists with the editing, proofreading, and technical review of statutory materials and other legislative reference documents published by the Division.

This is an ideal role for someone with strong Adobe InDesign/book publishing experience who is also interested in developing skills in legal editing and legislative work.

**Reports to:**

LRB Director, Assistant Director for Revision of Statutes

**Essential Duties:**

**Primary: Publishing & Production**

- (1) Lead desktop publishing, layout design, and typesetting for:
  - *Hawaii Revised Statutes (HRS)*
  - *Session Laws of Hawaii*
  - Other legislative reference publications;
- (2) Prepare print-ready (“camera-ready”) files using Adobe InDesign;
- (3) Apply and maintain consistent formatting standards across large, complex legal documents;
- (4) Proofread and quality-check publications in both print and digital formats;
- (5) Communicate with a contract printer; review proofs and galleys for accuracy and compliance;
- (6) Work effectively with other LRB staff as part of a team on any assigned project; and

- (7) Complete time-sensitive projects in a professional and timely manner.

**Secondary: Legal Editing & Statutory Revision Support**

- (1) Assist with proofreading and cite-checking statutory text and annotations;
- (2) Help compile and edit annotations (case law, Attorney General's opinions, law review articles);
- (3) Review Hawaii Administrative Rules for formatting compliance;
- (4) Contribute to other statutory revision and editorial projects as needed; and
- (5) Perform other related duties as assigned by the LRB Director, Assistant Director for Revision of Statutes, or their designee.

**Required Qualifications:**

- (1) Bachelor's degree (graduate degree or higher is preferred);
- (2) Demonstrated experience in desktop publishing, particularly long-form or book production;
- (3) Proficiency in Adobe InDesign (intermediate to advanced strongly preferred) and Microsoft Office;
- (4) Strong proofreading and editing skills with an exceptional attention to detail;
- (5) Ability to manage large documents with precision and consistency;
- (6) Strong interpersonal communication skills and ability to work on teams and interact professionally with legislative members, staff, and other government officials;
- (7) Demonstrated ability to prepare high-quality work in a timely and efficient manner to meet deadlines; and
- (8) Professional judgment and ability to maintain confidentiality of information relating to legislative interactions and work product.

**Preferred Qualifications:**

- (1) Experience with legal, technical, or academic publishing;
- (2) Familiarity with citation systems and document styling standards;
- (3) Familiarity with legislative processes; and
- (4) Experience editing or working with statutory, legal, or regulatory text.

At the discretion of the LRB Director, related experience, training, and education may substitute for one or more years of experience.

**Compensation and Benefits Include:**

- Salary commensurate with experience; range \$60,000 to \$70,000 per year;
- Annual paid vacation and sick leave;
- Thirteen (13) paid holidays each year;
- Hawaii EUTF medical insurance benefits;
- Hawaii Employees' Retirement System retirement benefits; and
- Supportive, mission-driven work environment where your skills directly support the legislative process.

While this position is considered to be a full-time, permanent position, the position is exempt from the civil service and considered "at will" in nature. Therefore, if you are appointed to the position, you may be discharged from your employment at the prerogative of your department head or designee at any time for cause, which includes failure to meet performance or other standards and/or lack of funding for the position.

**How to Apply:**

Interested applicants should email a letter of inquiry, resume, and minimum of three professional references to [lrbresearch@capitol.hawaii.gov](mailto:lrbresearch@capitol.hawaii.gov). Applications will be reviewed on a rolling basis until the position is filled.

Direct all inquiries regarding this position to:  
John Morsey, Assistant Director for Revision of Statutes  
Legislative Reference Bureau  
Email: [lrbresearch@capitol.hawaii.gov](mailto:lrbresearch@capitol.hawaii.gov)  
(No phone calls please)