

LEGISLATIVE REFERENCE BUREAU REVISION OF STATUTES DIVISION (Researcher-Publisher)

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>.

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

Position Summary:

Writing and editing skills are critical to this position. The Researcher-Publisher will assist the Revision of Statutes Division with the annual compilation and publication of the Hawaii Revised Statutes, Session Laws of Hawaii, and other legislative reference documents. The Researcher-Publisher will provide desktop publishing and typesetting services to ensure the timely and accurate publication of the Hawaii Revised Statutes and Session Laws of Hawaii. In addition, the Researcher-Publisher will be expected to assist in proofreading text (physical media and electronic media) as part of the publication process. The Researcher-Publisher may also help prepare annotations for case law, Hawaii Attorney General opinions, and law review articles; draft the annual revision bill; review Hawaii Administrative Rules; and perform other duties as may be assigned.

Reports to:

LRB Director, Assistant Director for Revision of Statutes

Essential Duties:

- (1) Assisting Revision of Statutes Division with formatting, compilation, proofreading, and publication of the Session Laws of Hawaii, Hawaii Revised Statutes, and other annual legislative publications;
- (2) Preparing camera-ready desktop publishing for the Hawaii Revised Statutes and the Session Laws of Hawaii, including assisting with layout and design;
- (3) As needed, communicating with the contract printer and reviewing galleys and proofs for accuracy and contract compliance;

- (4) As needed, assisting with the preparation of the annual statute revision bill draft; preparation of annotations for case law, Hawaii Attorney General opinions, and law review articles; and reviewing Hawaii Administrative Rules;
- (5) Maintaining confidentiality of information relating to legislative interactions and work product;
- (6) Working effectively with other LRB staff as part of a team on any assigned project;
- (7) Completing time-sensitive projects in a professional and timely manner; and
- (8) Performing other duties as assigned by the LRB Director or Assistant Director for Revision of Statutes, or their designee.

Required Qualifications:

A successful candidate for this position must:

- (1) Possess at minimum, a bachelor's degree; a graduate degree or higher is preferred;
- (2) Have experience in desktop publishing and graphic design;
- (3) Be proficient in the use of the Microsoft Office Suite and Adobe InDesign (or a comparable design application);
- (4) Be a proficient legal writer and editor, with strong research and analytical skills;
- (5) Possess exceptional interpersonal communication skills and be capable of working on teams and interacting professionally with legislative members, staff, and other government officials;
- (6) Be detail-oriented and capable of critical thinking, self-motivation, discretion, and exercising good judgment; and
- (7) Demonstrate an ability to prepare high-quality work in a timely and efficient manner to meet deadlines.

At the discretion of the LRB Director, related experience, training, and education may substitute for one or more years of experience. Knowledge of the legislative process is preferred but not required.

Compensation and Benefits Include:

- Salary commensurate with experience; range \$60,000 to \$70,000;
- 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.

Applications:

Interested applicants should email a letter of inquiry, resume, and a minimum of 3 professional references to lrbresearch@capitol.hawaii.gov. Selected applicants may also be asked to complete a brief, timed writing evaluation exercise. 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
Phone: No phone calls please