

Connecticut General Assembly
JOB OPPORTUNITY
Supervisor of Statute Revision

[PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!](#)

Open To: The Public
Location: Hartford
Hours: Full-Time
Closing Date: August 6, 2021

General Knowledge:

The Connecticut General Assembly's nonpartisan legal services office seeks a full-time Supervisor of Statute Revision.

The Supervisor of Statute Revision is an attorney who supervises (1) the update of the General Statutes and the statute database used for bill drafting and online searches, (2) the publication of the printed and web-based statutes and supplements, and (3) the indexing and publication of Public and Special Acts.

Duties include (1) review of edited sections of the General Statutes, reference tables and indices for content, accuracy, placement, grammar and spelling; (2) preparation of the Public and Special Act publication and index; (3) preparation of specifications for contracts for photocomposition, printing and delivery of publications, and evaluation of bids; (4) final approval of copy for publication; (5) ongoing evaluation of computer programs used in statute revision process; (6) distribution of the printed General Statutes and Public and Special Acts in conjunction with the Secretary of the State's office; (7) determination of deadlines for all such functions, in consultation with the Office Director; and (8) other responsibilities as may be assigned by the Office Director.

The Supervisor of Statute Revision directly supervises one or more professional and administrative staff and reviews the work of each legislative attorney and administrative assistant in the office.

The starting salary for the Supervisor of Statute Revision is \$123,195, plus excellent health insurance, retirement and other fringe benefits.

Required Skills and Ability:

Requires excellent writing, editing, grammatical, proofreading, organizational and analytical skills; proficiency with various information technology applications, including electronic text search and publishing-related systems; thoroughness, accuracy and attention to detail and strong interpersonal and teamwork skills. Must be highly self-motivated, demonstrate strong initiative, perform excellent work under deadlines and work extended hours to ensure compliance with various deadlines.

Excellent academic record, law degree, and admission to a state bar are required at the time of hiring. Connecticut bar admission is preferred.

Eight years of experience as an attorney and experience in the drafting, editing and publishing of legal documents, or an equivalent combination thereof, is required. Supervisory experience preferred.

Application Instructions:

To apply, please send a cover letter and resume by email to StatuteRevApplicant@cga.ct.gov.
Cover letter may be addressed to:

**Supervisor of Statute Revision Search
Legislative Commissioners' Office - Suite 5500
Legislative Office Building
Hartford, CT 06106-1591**

The cover letter should specify how the applicant meets the requirements of the position as described in this advertisement. The cover letter and resume must be received at StatuteRevApplicant@cga.ct.gov by **11:59 P.M. on August 6, 2021**.

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.