

**NON-MANAGEMENT JOB DESCRIPTION
POINT RATING EVALUATION PLAN**

Working Title Legislative Editor		Name	
Position Number	Reports to Position No., Class & Level	Division, Branch/Unit Legal Services/Legislative Counsel	Ministry Justice and Solicitor General
Present Class		Requested Class	
Dept ID	Program Code	Project Code (if applicable)	

PURPOSE: Give a brief summary of the job, covering the main responsibilities, the framework within which the job has to operate and the main contribution to the organization (see Non-Management Job Description Writing Guide [Pages 7-8](#)).

Legislative editors support the legislative process in Alberta by helping to ensure editorial and publications work meets the high drafting and presentation standards for which Alberta legislation and publications are known. They employ their specialized expertise in textual interpretation and analysis to edit highly confidential draft legislation prepared by legislative counsel. Legislative editors also prepare legislative material for publication, assist with statute revisions, track and record legislative changes to the statutes, perform legislative research, compile reference tools, interact with staff on a daily basis and respond to requests for information with respect to legislation from government staff, Ministers' offices, Deputy Ministers' offices and the general public. Accuracy and attention to detail are critical components of the position. Errors made or not detected may have extensive financial, legal and policy ramifications. Legislative editors must often work under extreme time pressures that are not within their control and must adhere to strict deadlines. They must be able to produce work of the highest quality.

RESPONSIBILITIES AND ACTIVITIES: The purpose of the job can be broken down in different responsibilities and end results. Each end result shows what the job is accountable for, within what framework and what the added value is. Normally a job has 4-8 core end results. For each end result, approximately 3-6 activities should be described (see Writing Guide [Pages 9-10](#)).

Substantive editing of legislation

- Performs substantive editing of draft legislation, identifying errors and recommending alternatives, to assist legislative counsel in developing comprehensible and consistent legislation that meets policy and legal objectives.
- Edits, reviews and analyzes content, structure, style and coherence of draft legislation for sense, accuracy, clarity and unambiguous expression.
- Recommends changes for improvement, including redrafting where necessary, providing critical commentary and queries that may raise issues of logic, policy, law and linguistic expression and redrafts provisions as necessary to remedy errors in structure, logic, language and grammar.
- Identifies apparent inconsistencies and gaps between different parts of the drafts.
- Reviews legislation for adherence to legislative drafting conventions and Alberta's drafting style, including consistency of terminology and use of defined terms.
- Applies expert knowledge of grammar, sentence structure, punctuation, word choice, readability, conciseness of expression in reviewing and editing draft legislation.
- Analyzes provisions and their commencements to ensure that their effective status is interpreted in accordance with the Interpretation Act and that any changes to affected statutes are correctly recorded and consolidated.
- Acts as a sounding board for legislative counsel as they work on various approaches to unusual or complex problems and assists them in developing solutions.
- Performs copy-editing of final draft legislation to eliminate typographical and formatting errors.
- Verifies accuracy of internal and external cross-references and references to proper names of officials, entities, programs, documents.
- Checks for unproclaimed amendments that conflict with proposed amendments.
- Identifies and drafts consequential amendments that may be required to ensure the seamless effectiveness of proposed legislation.
- Provides authoritative advice to legislative counsel and other staff in the Legislative Counsel Office on the

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wording, structure, style and operation of draft legislation, timing of repealed provisions, coming into force provisions and coordinated amendments.

- Checks that amendments are properly formulated and fit into the legislation being amended.
- Checks numbering of provisions, indentation, fonts, spelling, capitalization, hyphenation.
- Creates and maintains training resources and participates in the onboarding of new team members.
- Maintains and enhances a cooperative and collaborative working relationship with legislative counsel through well-reasoned, tactful and supportive edits and respectful communication.
- Compiles, updates, proofreads and distributes reference tools including a list of Bills that receive Royal Assent and their associated chapter numbers.
- Advises the Senior Legislative Editor on the effectiveness and efficiency of editorial policies and practices.
- Recommends improvements to and updates Legislative Counsel Office procedures and style guides and *participates in initiatives to develop and maintain resources for the Legislative Counsel Office.*
- Assists the Senior Legislative Editor and acts for the Senior Legislative Editor as and when required.
- Proofreads Orders in Council and ancillary documents with the Orders in Council Clerk when required.
- Edits Orders in Council and ancillary documents.
- As a back up to the Orders in Council Clerk, drafts Orders in Council for all government ministries and related documents and provides them to Executive Council for Cabinet meetings.

Maintains confidentiality

- Assists in maintaining integrity and security of Cabinet and legislative records, processes and operations.
- Assists in maintaining Cabinet confidentiality.
- Assists in maintaining solicitor-client privilege.
- Assists in maintaining Parliamentary privilege with respect to Cabinet's legislative agenda.
- Ensures the integrity and security of legislative, legal and Cabinet documents and records.

Production of legislative publications (Acts)

- Prepares and checks authority documents for incorporation of recent legislation into the legislation databases.
- Proofreads consolidated statutes against authority documents to eliminate errors in text and format.
- Working closely with the Legislative Assistants, prepares, edits and produces statute releases, looseleaf statute releases and annual volumes.
- Working closely with the Legislative Assistants, prepares, edits and produces the consolidation of statutes for publication by Alberta Queen's Printer.
- Makes corrections to the online consolidation of statutes published by Alberta Queen's Printer.
- Working closely with the Legislative Assistants, prepares, edits and produces chapters at the end of each sitting of the Legislative Assembly prior to publication by Alberta Queen's Printer.
- Updates and maintains the Table of Public Statutes, the Table of Enactments Affected by Proclamation or on a Named Date and the Table of Private Statutes.
- Designs, compiles and maintains records of timeframes, volume, production date of publications to monitor production of publications and ensure deadlines are met.
- Completes updates of electronic statute files.
- Researches and plans the production of publications, determining the most appropriate approach to the production of publications and reference tools and identifying the impact of potential changes to editorial policy.

Production of Bills

- Proofreads Bills against authority documents (drafts approved by Legislative Review Committee).
- Working closely with the Legislative Assistants, edits and prepares production of print-ready copy of Bills for delivery to printer prior to introduction in the Legislative Assembly.

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- Reviews and proofreads printed Bills to ensure high print quality prior to delivery to the Legislative Assembly.
- Reviews and proofreads house amendments prior to delivery to the Legislative Assembly.
- Prepares introduction slips for Bills, and works with Executive Council Office to ensure timely delivery of Bills for introduction in the Legislative Assembly.
- Proofreads chapters against official copies of Bills prior to publication by Alberta Queen's Printer.
- Maintains all relevant records to track progress of publications functions.

Provision of information regarding legislation

- Incorporates updates of looseleaf statutes sets used by legislative counsel and other staff.
- Responds to e-mail and telephone inquiries from the Department, other Ministries, the legal community and the public respecting the status of legislation.
- Refers callers to the appropriate agency or publication for further information.

SCOPE: List specific information that illustrates the challenges, problem solving and creativity requirements and decision making capacity of the position. Also identify the internal or external areas the job impacts (see Writing Guide [Pages 11-12](#)).

This position contributes to the quality and timeliness of legislation for all Alberta Ministries and supports and has impact on public access to the laws of Alberta by:

- improving, through the use of advanced English language and substantive editing skills, as well as an in-depth knowledge of legislative drafting practice, the clarity of language of, accuracy of references in and consistency of expression employed in legislation,
- ensuring Government Bills are of high print quality and available on time for introduction in the Legislative Assembly,
- contributing to the production of electronic and paper publications, having direct impact on Queen's Printer bookstore and QP Source website,
- editing, managing and handling highly confidential and politically sensitive documents, and
- using judgment, creativity and experience in planning and organizing work in response to changing priorities and conditions and developing new methods as needed.

KNOWLEDGE, SKILLS & ABILITIES: Include information on required diplomas and degrees along with identifying the most important knowledge factors, including knowledge about practical procedures, administrative, technical or professional techniques, technical, scientific or program related processes, etc. Detail specific training if there is an occupational certification/registration requirement for the position. Specify the type of experience required for the position (see Writing Guide [Pages 12-14](#)).

- Advanced English language and substantive editing skills, including demonstrated ability to edit and proofread complex and technical legislative documents to enhance their clarity and effectiveness.
- Exceptional command of the English language, grammar, spelling and diction.
- Exceptional skills and abilities in interpreting technical language and complex legal concepts.
- Comprehensive understanding of legislative process.
- Superior oral and written communication and interpersonal skills.
- In-depth knowledge of legislative drafting conventions and Alberta legislative drafting style.
- Ability to work under pressure with professionalism and tact.
- Ability to liaise effectively with legal and support staff and to establish and maintain a constructive editor-author relationship with legislative counsel.
- Ability to work under the pressure of stringent, often competing, deadlines, both independently and as a team member.
- Research skills and comprehensive understanding of reference tools relating to legislation.
- Familiarity with publishing standards.
- Exceptional organizational skills; ability to prioritize duties and to adjust to changes in priority of multiple tasks
- Advanced level word processing skills.
- Exceptional attention to detail.
- University degree in English, Publishing, Communications or a related field.

CONTACTS: Identify the main contacts the position communicates with and the purpose of the communication (See Writing Guide Pages 14-15).

- Interacts daily with staff in the Legislative Counsel Office to provide feedback and editorial advice on draft legislation.
- Liaises with Alberta Queen's Printer to coordinate production of Bills, chapters, looseleaf statute releases and the annual volumes.
- Responds to inquiries by telephone or e-mail from members of the Department, other Ministries and the public with regard to the currency of and amendments to Acts and subordinate legislation.

SUPERVISION EXERCISED: List position numbers, class titles, and working titles of positions directly supervised (see Writing Guide Page 15)

N/A

CHANGES SINCE LAST CLASSIFICATION REVIEW: Identify significant changes that have impacted the responsibilities assigned to your position since the last review (see Writing Guide Pages 15-16).

The Legislative Counsel Office has seen a steady increase in the volume and complexity of legislation. An increased level of knowledge and skill is required to perform substantive legislation editing in a way that satisfies the high standards this branch is required to maintain. The legislation edited and published by these positions is introduced into the Legislative Assembly and published for external use through Alberta Queen's Printer. The visibility and scrutiny of these publications requires a unique and comprehensive editing skill set and a broader knowledge base than other editing positions found across the GoA.

ORGANIZATION CHART: An organization chart that includes supervisor, peers and staff **MUST** be attached (see Writing Guide Page 17).