
Wisconsin Legislative Council

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Director



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Employment Opportunity: Legislative Editor

The Wisconsin Legislative Council is a nonpartisan service agency in the Wisconsin Legislature that provides legal and research services to legislative committees, legislators, and legislative staff in a collaborative work environment. We are located in beautiful downtown Madison, across from the State Capitol. The position is full-time employment in the unclassified state service. The starting salary is \$24-\$29 per hour, based on relevant work experience and education. The position will have opportunities for professional development and growth. A comprehensive state employee benefits package is offered, including 3.5 weeks of vacation time, 9 paid holidays, and sick leave. The Legislative Council is a Public Service Loan Forgiveness Program employer.

POSITION DESCRIPTION

The Editor is an integral part of the Legislative Council and works closely with all staff to support our services to the Wisconsin Legislature. The editor edits, formats, and proofreads memoranda, publications, and other documents prepared by legislative attorneys and analysts; and supports committees staffed by the Legislative Council. The position requires strict nonpartisanship and maintaining confidentiality of certain materials and information.

PRIMARY RESPONSIBILITIES

The primary responsibilities of this position include, but are not limited to:

- Formatting and proofreading formal memoranda, publications, and other documents; creating templates, tables, and graphics for memoranda, publications, and other documents; advising on grammar and style; and evaluating organization and readability of documents for legislators, legislative staff, and the general public.
- Providing editorial support for study committees and certain statutory committees staffed by the Legislative Council, including preparing email and memoranda for committee members.
- Providing basic and accurate information in phone calls, through email, and in person.
- Updating publications on the agency's website.
- Maintaining organization of office computer and paper files.
- Displaying a team-oriented, collegial attitude toward Legislative Council staff coworkers.
- Other duties as assigned.

REQUIRED QUALIFICATIONS

- Undergraduate or graduate academic preparation that demonstrates skills in critical reading and editing, or the equivalent.
- Ability to work around the core hours of 8:00 a.m. – 5:00 p.m.

- Ability to manage multiple projects and assignments and to effectively prioritize work.
- Ability to work in a nonpartisan capacity.
- Organizational skills, attention to detail, and good communication skills.
- Dedication to providing outstanding customer service.
- Ability to maintain confidentiality in the performance of assigned duties.

PREFERRED QUALIFICATIONS

- General knowledge of Wisconsin state government and interest in the legislative process.
- Experience in preparing and proofreading documents.
- General computer and research skills. Expertise in Microsoft Office Suite a plus.

TO APPLY

To apply, submit a resume and cover letter describing relevant skills and interest in the position by email to Anglinia Washington, Finance and IT Officer, at LCAApp@legis.wisconsin.gov. Applications will be accepted until the position is filled. We are an Equal Opportunity Employer seeking a diverse and talented workforce.