



Office of Legislative Counsel
925 L Street
Sacramento, CA 95814-3702

Duty Statement

Job Title: Proofreader

Statement of Duties: Under the direction of the Legal Support Supervisor II, the Proofreader performs as a knowledge expert in the use of the English language, word usage, word division, syntax, spelling, pronunciation, and punctuation, including the proofreading procedures, symbols, and terminology of the Office of Legislative Counsel (OLC) style, grammar, and syntax. Performs other work in support of the Legal Support Services Section and the OLC during periods of legislative recess. Mandatory overtime on weekdays, weekends, and holidays is required during peak periods of the legislative session.

Typical duties for the position vary depending on the time of year. During the annual legislative session, typically January through September, duties consist primarily of proofreading various legislative documents in support of the California State Legislature. Performance expectations generally will be met through achieving production standards that directly measure both quantity and quality of work performed. During periods of legislative recess, specific duties will depend on the needs of the organization and will remain consistent with the classification level. Performance expectations during recess periods will be determined by management and consistent with the duties to be performed.

Supervision Received: The Proofreader reports directly to a Legal Support Supervisor, and indirectly to the Quality Assurance Manager.

Typical Physical Demands: Sitting, keyboarding, use of mouse for long periods, moving paper, and filing. Ability to regularly move between office spaces and floors by elevator and stairs. Ability to read and view computer screens for long periods.

Typical Working Conditions: Cubicle work area in an office environment. Remote work may be available on a limited basis.

Shift Hours during session: 8:00 am to 5:00 pm, 10:00 am to 7:00 pm, or 12:30 pm to 9:30 pm, mandatory overtime on weekdays, weekends, and holidays during peak periods of the legislative session. May be asked to work a different shift for short periods of time during key legislative deadline periods. This shift change, if it occurs, would not exceed two weeks. Remote work for overtime may be considered.

Shift Hours during recess: Shift hours may be altered from the above during the legislative recess depending on the assignments and projects assigned. Advance notice of such a change will occur prior to the start of the alternate shift time.

Essential Functions

Legislative Session

- 75% Working independently or in a team environment, critically reads, reviews, and edits, with strong attention to detail, legislative proposal drafts prepared by OLC attorneys and similar documents; identifies and resolves inconsistencies and other problems in drafts; advises attorneys on technical drafting aspects; evaluates logical flow and readability of drafts for nontechnical readers; reviews, edits, and proofs various documents and publications as assigned by legal staff or management; reads and scans various documents visually as well as by using electronic comparison software; researches and advises attorneys on code structure and sequencing; notes and recommends to management items to be added or amended in relation to the system's standard word list and spell check functions; and analyzes and verifies published bills for corrections and code conflicts. The Proofreader also performs duties related to corrections for published bills, understands the legislative process as it impacts corrections work, and uses the daily files and committee information to identify bills requiring action. Identifies possible usage problems in drafting, editing, and typing; reviews text for logic and expression in addition to typographical and grammatical errors; analyzes drafts and measures for conflicts; provides research using various resources, including proprietary software and online tools; maintains flexibility and frequently adapts to accommodate deadlines and workflow requirements. Picks up and delivers materials, including legislative and legal documents.
- 20% Electronically process work, including revisions to drafts, by using specialized software programs for the proper formatting of the text for publication for all versions of legislation (introduced, amended, enrolled, and chaptered). Prepares the more complex work of the OLC legal support staff, including, but not limited to, budget amendments and Governor's enrolled bill reports.
- Answers inquiries from the legal staff, Capitol staff, and other OLC staff as to the status of documents.
- Assists other units and/or divisions during peak workload periods; provides backup for receptionist and supervisor desks; and performs other duties as assigned.
- 5% Prepares materials for and provides training to tenured and new employees in the various Proofreader tasks used by OLC.

Legislative Recess Periods

- 70% Performs a variety of project or other work in support of the Legal Support Section or the organization as a whole consistent with the classification level. These duties may include, but are not limited to: creating and updating manuals,

procedures, and workflow documents; helping develop, review, or provide training to other staff members; assessing system issues and working with IT staff to develop solutions to those issues; attending training, including cross-training of other functions within the Legal Support Services Section; and assisting management with assessing workflow, business processes, and work environment issues.

20% Performs work as assigned consistent with the duties enumerated under “Legislative Session.”

10% Assists other units and/or divisions during periods of heavy workload; provides backup for the receptionist and supervisor desks; and performs other duties as required.

Incumbents are expected to model OLC values and demonstrate the following personal characteristics:

- Knowledge of English, word usage, word division, syntax, spelling, pronunciation, and punctuation; proofreading procedures, symbols, and terminology.
- Knowledge of the legislative process, the legislative calendar, constitutional deadlines, and legal terminology.
- Exceptional spelling, grammar and speech skills, paying careful attention to detail and enunciation. Must know and understand the Office of Legislative Counsel form, style, and construction for the various types of documents prepared by the legal staff. Must use neat, legible handwriting to accurately identify and mark errors, and diplomatically query unclear text.
- Ability to establish effective interpersonal relationships by communicating and dealing tactfully with legal and support staff, the public, and others outside the agency.
- Adaptability to changing work priorities, fluctuating work hours, and mandatory overtime.
- Ability to produce quality work under stressful conditions.
- Willingness to accept increasingly difficult levels of responsibility with a high level of attention to detail.
- Assist with other tasks of the office, as the workload demands.
- Adhere to the office attendance and leave policies, and lunch and break period assignments. Keep absenteeism to a minimum.

I have discussed with my supervisor the duties of the position and have received a copy of the duty statement. I certify that I am able to perform the duties of this position with or without reasonable accommodation.

Signature of Employee

Date