

All required information must be submitted by March 15, 2022

State of Alabama

Legislative Services Agency

Deputy Director, Legal Division

\$120,000 to \$150,000

Summary

This individual is responsible for the day-to-day operations of the Legal Division and coordinates Legal Division personnel in the nonpartisan performance of bill and resolution drafting, legal research, administration of agency rules under the Administrative Procedure Act, codification of legislative acts, and other legislative services. If the Director is not a licensed attorney, the Deputy Director of the Legal Division also serves as the Code Commissioner.

Long and irregular hours may be required during the legislative session, including occasional early morning, evening, and weekend work.

This position is appointed by the Director of the Legislative Services Agency.

Position Responsibilities

- Provide nonpartisan legal advice and drafting services to the 140 members of the Alabama Legislature
- Supervises attorneys and other staff in the production of bills, amendments, resolutions, and other legislative documents, including legal memoranda
- Coordinates the assignment of projects to attorneys and other staff
- Objectively advises members of the Legislature regarding legal issues relating to legislation
- Reviews bill, amendment, and resolution drafts prepared by attorneys and substantively edits those documents for style, consistency, and legal compliance
- Consults with the Office Personnel Supervisor on administration of office procedures and personnel
- Under the direction of the Director, supervises the codification team in the annual codification of acts enacted by the Legislature for publishing
- Supervises the electronic publication of the Code of Alabama 1975 and amendments to the Constitution of Alabama of 1901
- Assists the Supervising Attorney of the Administrative Procedure Division with the administration of administrative rules
- Manages special projects and research assigned by the Director
- Makes presentations to legislative and other entities regarding bill drafting, legislation, and other legislative matters

- In conjunction with the Office Systems Supervisor, oversees the archival of Legal Division documents produced
- Consults with the Legislative Computer Center and LSA IT personnel regarding network, computer, LINX, or other related issues

Job Requirements

- Considerable knowledge of the legislative process, the Alabama Legislature, and state government generally
- Considerable knowledge of methods and practices of computer information systems, including LINX, word processing, presentation, and database and spreadsheet software
- Considerable knowledge and use of standard English, including grammar, spelling, word usage, and punctuation
- Ability to manage time and meet deadlines
- Strong written and verbal communication skills
- Ability to supervise and evaluate personnel in an effective manner
- Ability to be highly productive, prioritize assignments, and meet deadlines under stressful conditions
- Ability to deal effectively and tactfully with legislators, staff, executive agency representatives, the public, and vendors
- Ability to establish and maintain cooperative relationships with others
- Ability to work independently
- Ability to maintain confidentiality
- Ability to understand and work well with elected public officials

Required Job Qualifications

- Graduation from an accredited school of law
- Licensed to practice law in Alabama or eligible to become licensed through reciprocity between certain states. Licensure must be obtained within two years of employment with the agency.
- Mastery of bill drafting concepts and skills
- Extensive experience working in a legal capacity for a legislative body

About the Legislative Services Agency

The Legislative Services Agency exists to provide nonpartisan professional services and support to the Alabama Legislature. Created by Act 2017-214, LSA provides legal, fiscal, and code revision services through three divisions.

More information, including our mission, vision, and values can be found at www.lsa.state.al.us

Application Process

Qualified applicants should submit a letter of interest, resume, legislative writing sample, and the name and contact information for three professional references via email to: Othni Lathram, Director, Legislative Services Agency at olathram@lsa.state.al.us

Individuals requiring reasonable accommodation in the application process or requiring information in an alternative format may contact Othni Lathram at (334) 261-0600 or olathram@lsa.state.al.us

The Legislative Services Agency is an equal opportunity employer.