



October 2, 2018

NOTICE OF VACANCY

Effective immediately, applications are being taken by the Legislative Services Agency for the position of Fiscal Editor/Supervisor. Applicants should submit a notice of interest to the Fiscal Services Division Director of the Legislative Services Agency.

The Legislative Services Agency is an equal opportunity employer. Priority consideration will be given to applications received by October 10, 2018.

**Legislative Services Agency
Fiscal Services Division**

Job Description

Fiscal Editor/Supervisor. Salary Rate - Grade 39

This is a limited supervisory position. An employee in this position will direct the work of subordinates

and have supervisory authority on a project basis.

Qualifications, Skills, and Ability:

- Must qualify as a Senior Fiscal Legislative Analyst.
- Must possess the ability to do all or some of the following duties, all with minimal supervision by the Division Director or the Division Administrator.
- Substantial knowledge of Division work procedures and products.
- Ability to transfer knowledge to Division employees and others when appropriate.
- High degree of proficiency in administering Division work procedures.
- High degree of proficiency in preparing and reviewing Division work products.

- Highly developed technical, organizational, interpersonal, and communication skills.

Duties:

- Instruct and supervise employees regarding significant job duties.
- Allocate workload of employees on a project basis.
- Edit or review substantial work product of employees or otherwise supervise employees. Editing and review, and supervisory responsibilities will constitute 50.0% to 75.0% of work duty.
- Lead and supervise major agency work projects.
- Take responsibility for meeting significant work project completion deadlines.
- Act as liaison to other divisions within the LSA and to others outside the LSA.
- Work closely with the Division Director and Division Administrator to maintain and develop office policies and procedures.
- Participate in hiring and training new employees.
- Provide staff services for committees as assigned.
- Perform duties equivalent to a Senior Fiscal Legislative Analyst as needed.
- Overtime is required with partial compensatory time provided.