

*Employment Opportunity:*

## **South Dakota Code Counsel**

South Dakota Legislative Research Council, Pierre, South Dakota

The Legislative Research Council (LRC), the nonpartisan research and support staff to the South Dakota Legislature, is accepting applications for the position of Code Counsel. The Code Counsel position was created in 1970 when the Revisor of Statutes was transferred from the Supreme Court to the Legislative Branch. The Code Counsel is appointed directly by the Executive Board of the LRC, in the same manner as the LRC Director, and serves as a key member of the LRC's senior staff team.

**Duties and Responsibilities:** Significant duties and responsibilities of the Code Counsel include the following:

- 1) Provides staff support to the South Dakota Code Commission;
- 2) Edits South Dakota Codified Laws, including catchlines, assigning statute numbers, resolving conflicts between statutes, and writing Code Commission notes to explain how conflicts are resolved and how nonstatutory material may affect the Code;
- 3) Works with a team of editorial professionals at the publisher of South Dakota Codified Laws (Thomson West) to edit and publish the Code;
- 4) Edits Session Laws, including writing short titles to bills, the subject index, assigning chapter numbers, and preparing the Session Laws for publication;
- 5) The LRC Director has delegated to the Code Counsel the statutory administrative rules review function, which entails coordinating with other LRC staff and executive branch staff on the review and editing of administrative rules for legality, coherence, style, and form, and coordinating with LRC support staff on the publication of the South Dakota Register and the Administrative Rules;
- 6) Takes primary responsibility for review and editing of all administrative rules filed during the legislative session, thereby allowing other LRC staff to focus fully on legislative session responsibilities;
- 7) Principal legal counsel to the LRC Director;
- 8) Functions as a Legislative Attorney as time permits, providing staff support to legislative committees, drafting legislation, researching legal and general questions, and advising on legislative processes.

**Minimum Qualifications:**

- 1) Admitted to the practice of law in the State of South Dakota or eligible to and becomes so admitted within one year after employment;
- 2) A law degree from an accredited postsecondary institution;

**Preferred Qualifications:**

- 1) Familiarity with all areas of state law, including state and federal court opinions, Attorney General opinions, and collateral references such as legal encyclopedias and uniform laws;
- 2) The ability to communicate, both orally and in writing, in a manner which can clearly and efficiently convey information to legislators and the public;
- 3) Proficiency in word processing; and
- 4) The ability to work under tight deadlines and extended hours during the legislative session.

**Salary Range:** The Code Counsel salary range is \$92,403 to \$138,604, with an expected starting salary of \$103,550.

**Application Process:** This position will remain open until Friday, May 24, 2019. Applications (consisting of a letter of interest and resume) should be submitted via hard copy or e-mail to:

Jason Hancock, Director  
South Dakota Legislative Research Council  
500 East Capitol Avenue, Pierre, SD 57501  
E-Mail: [Legis.Resume@sdlegislature.gov](mailto:Legis.Resume@sdlegislature.gov) | Phone: 605-773-3251