



HOUSE RESEARCH ORGANIZATION

www.hro.house.texas.gov

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POSITION AVAILABLE **Editor**

The House Research Organization, a nonpartisan research staff of the Texas House of Representatives, has an opening for a full-time editor. Salary and specific responsibilities will be commensurate with qualifications and experience. The minimum salary is \$4,025 a month (state salary group B21).

Editors are responsible for editing and producing HRO publications, which includes ensuring accuracy, readability, and objectivity in presenting a broad range of views on state issues. During legislative sessions, the HRO publishes the *Daily Floor Report*, which includes analyses of bills scheduled for floor debate. Year-round, the HRO produces reports on issues affecting state government.

Applicants should have superior editing and writing skills, substantial editing experience, and demonstrated ability to work quickly and thoroughly under deadline pressure. Experience editing complex material for a general audience is preferred. Publication design skills or a willingness and ability to learn them are required. The position requires a commitment to impartial analysis of controversial issues, meticulous attention to detail and factual accuracy, and the capacity when needed to work long, late hours and sometimes weekends while the legislature is in session.

Applicants should submit a resume, a House of Representatives employment application (available at <http://www.house.texas.gov/media/pdf/application.pdf>), a writing sample of one to five pages, and a cover letter explaining their qualifications and interest in the position. The House of Representatives employment application must be printed, completed, scanned, and sent as an electronic file. Please write in the subject line of the email "2018 editor application" and send the required documents to: HROAdmin@house.texas.gov

Writing samples cannot be returned. Applications will be acknowledged promptly, so please do not telephone. Applicants selected for interviews will be tested on their editing, writing, and analytical skills. Application deadline: until filled.

The House Research Organization is an equal opportunity employer and does not discriminate on the basis of race, color, national origin, sex, religion, age, or disability in employment or the provision of services. In compliance with the Americans with Disabilities Act, if you require reasonable accommodations during the application process, please call (512)463-0865.