

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 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 Reuters) to edit and publish the Code; 4) Edits Session Laws by establishing the subject index for bills, assigning chapter numbers, and preparing the Session Laws for publication; 5) Administers, as delegated by the LRC Director, the statutory administrative rules review function, which entails coordinating with other LRC staff and executive branch personnel on the review and editing of administrative rules for legality, clarity, style, and form, and coordinating with LRC support staff on the publication of the *South Dakota Register* and the Administrative Rules of South Dakota; 6) Takes primary responsibility for review and editing of all administrative rules filed during the legislative session; 7) Serves as principal legal counsel to the LRC Director; and 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 procedures.

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

Preferred Qualifications: 1) Substantial general legal practice experience in South Dakota or substantial varied legal practice experience in federal, state, or local government work in South Dakota; 2) Specific experience serving as an in-house counsel for a private entity or a government, assisting in a policymaking role; or 3) Specific experience in drafting and organizing statutes, administrative rules, or ordinances.

Salary Range: The Code Counsel salary range is \$101,904 to \$152,856 for FY 2023.

Application Process: This position announcement will remain open until July 15, 2022. Applications (consisting of a letter of interest, resume, and up to 5 references) should be submitted via hard copy or e-mail to:

Reed Holwegner, Director
South Dakota Legislative Research Council
500 East Capitol Avenue, Pierre, SD 57501
E-Mail: Legis.Resume@sdlegislature.gov | Phone: 605-773-3251