

Metropolitan King County Council Classification Specification



Position: Code Reviser	FLSA: salaried, overtime exempt
Department: Clerk's Office	Salary Grade: 129
Approved:	Revised: June 26, 2023

Summary

The Code Reviser writes and reviews draft and proposed legislation to ensure that legislation meets legislative drafting standards and aligns with existing legislation/the King County Code. The Code Reviser also oversees the process for codifying enacted ordinances. This is an at-will classification that resides within the legislative branch of King County government but serves in a countywide capacity.

Distinguishing Career Features

The Code Reviser is a specialized position reporting to the Clerk of the King County Council but responsive to all King County Council offices and executive branch agencies. The Code Reviser provides technical and legal support for the writing, codification, and indexing of all King County legislation and ensures compliance with existing law and regulations.

Essential Duties and Responsibilities

- Consult with and advise the King County legislative branch and executive agencies in the development of proposed legislation and amendments at all stages of the legislative process.
- Ensure that proposed legislation does not conflict with existing legislation/King County Code and comports with legal standards and best practices.
- Provide technical review and analysis of legislation, including advice on drafting guidelines, proper expression of intent, and relationship to enacted legislation to make necessary revisions.
- Serve as an editor and proofreader for proposed legislation, advising on style, grammar, and punctuation.
- Ensure that legislation accurately reflects legislative actions and is prepared within required timelines.
- Prepare and oversee accurate codification of enacted ordinances, periodically codifying, indexing, and publishing as appropriate.
- Develop, maintain, and periodically update the Council's drafting guide; research best practices and trends in legislative writing.
- Train county personnel on legislative drafting and related issues.
- Provide guidance and mentoring to clerk staff.
- Maintain the highest standards of neutrality and confidentiality throughout the legislative process.

Qualifications

Required Knowledge and Skill

- Specialized professional knowledge of the theory, principles, and techniques used in legislative drafting.
- In-depth knowledge of the legislative process, including Council and committee parliamentary rules and procedures.
- Working knowledge of federal and state mandates and programs for an assigned subject matter.
- Advanced knowledge of modern American and legal English to prepare complex legislation requiring optimal wording that conveys consistent meaning and intent, and professional reports suitable for public recording and communication.
- Advanced writing skills and the ability to codify and index legislation.
- Working knowledge of research and project steps.
- Well-developed knowledge of, and skill in using, personal computers, common desktop productivity software, and specialized research tools.
- Working human relations skill to work productively and cooperatively with diverse teams, exercise patience when dealing with internal and external customers, and convey technical concepts.

Required Ability

- Learn, interpret, and apply relevant sections of the King County Code and other ordinances, and local, regional, state, and federal mandates and programs.
- Meticulous attention to detail.
- Setup and sequence steps for conducting research and analysis.
- Understand implications of new information for current and future problem-solving and decision-making.
- Use logic and reasoning to identify strengths and weaknesses of proposals, alternatives, and conclusions and whether proposals comply with policy, laws, or regulations.
- Maintain objectivity, neutrality, and confidentiality with elected officials and their staff.
- Present facts and recommendations in a clear, concise, interesting, and logical manner, both orally and in writing.
- Edit, prepare, codify, and index legislation that is clear, concise, and complete.
- Work as a contributing member of a team, work productively and cooperatively with other teams and external customers, and convey a positive image of the Council and its services.
- Prioritize workload to meet deadlines.

Education and Experience

The position typically requires a juris doctorate and 2 years of experience performing legislative drafting or legal writing and research. Alternatively, additional legislative, legal, or technical

writing experience may substitute for some higher education.
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FLSA Designation

Levels within same series

Class History

Exempt (Individual Contributor)

None

Last updated 07/05/2017