

## JOB DESCRIPTION

**POSITION:** Legal Editor

**REPORTS TO:** *Colorado Lawyer* Managing Editor

**HIRING RANGE:** \$60,000 to \$70,000 (pay is commensurate with experience and education)

**EMPLOYMENT TYPE:** Full-Time

**FLSA STATUS:** Exempt

**JOB LOCATION:** 1290 Broadway, Ste. 1700, Denver, Colorado 80203 (must be able to reliably commute to this location for in-office days)

**WORKING ENVIRONMENT:** Mostly remote—will require occasional visits to the office (e.g., for monthly all-staff meetings and as needed)

**SUPERVISORY RESPONSIBILITIES:** This position has no supervisory responsibilities.

### Position Summary

The Colorado Bar Association is accepting applications for the position of legal editor for *Colorado Lawyer* magazine. The legal editor manages the substantive law columns and court materials for the CBA's monthly print and web publication. This includes working with coordinating editors to generate high-quality articles, editing articles and appellate court summaries, and editing other materials as needed.

We are looking for an intelligent, conscientious, and organized self-starter with a passion for editing complex legal writings. A take-home editing test will be administered to all qualified candidates.

### Duties & Responsibilities

- Rigorously edits substantive law articles for organization, style, readability, orientation, bias, length, completeness, grammar, punctuation, usefulness to readers, and accuracy
- Checks authors' legal citations
- Works directly with authors to revise and complete their articles
- Maintains and updates articles schedule
- Manages roster of volunteer attorney coordinating editors
- Revises editorial information (e.g., writing guidelines) as necessary and supplies information to coordinating editors
- Organizes annual coordinating editors meeting
- Communicates with CBA section/committee leaders to solicit coordinating editors or convey information about *Colorado Lawyer*
- Edits court summaries
- Provides a second edit of all other *Colorado Lawyer* articles
- Updates *Colorado Lawyer* articles online
- Updates *Colorado Lawyer* notes guide
- Serves as resource for CBA staff, members, and the general public; provides copies of past articles when requested; answers questions regarding the *Colorado Lawyer* website
- Other editorial-related duties as assigned

### Qualifications/Training/Education Requirements

- JD preferred; legal background and legal editing experience required
- Knowledge of legal research tools and legal citation
- Exceptional verbal and written communication skills

- Proven ability to work in a deadline-driven environment
- Ability to work independently and as part of a team
- Reliable, organized, and conscientious
- Excellent time management skills
- Proficiency in Microsoft Word

### Licenses and Certifications

None

### Salary & Benefits

*Medical benefits are effective on the first of the month following 30 days of employment*

- Medical Insurance: 100% employee covered with family/children option
- Dental Insurance: Self-pay at group rates
- Vision: Self-pay at group rates
- Health Reimbursement Account (HRA): caps out of pocket expense at \$2,000
- Group Life Insurance: employee coverage up to \$50,000
- Group Long-Term Disability Insurance: employee coverage up to \$5,000
- Paid Time Off: 15 days/year to start, 20 days/year after three years and 25 days/year after 10 years
- 12 paid holidays per year
- 401(k): Annual contribution by the employer after one year of employment: 10% of salary
- Transportation/IT allowance—\$1,000/year

### Travel

None

*CBA-CLE provides equal employment opportunities to all individuals based on job related qualifications and ability to perform a job, without regard to any protected class, including age, sex, race, color, veteran status, religion, disability, sexual orientation, gender identity/expression, or national origin. It is our policy to promote a non-discriminatory environment, free from intimidation, harassment or bias based upon protected classes. The work environment characteristics here are representative of those employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

I have reviewed this job description and I understand all my job duties and responsibilities. I can perform the essential functions as outlined. I understand that my job may change on a temporary or regular basis according to the needs of my department without it being specifically included in this job description. If I have any questions about job duties not specified in this description that I am asked to perform, I will discuss them with my immediate supervisor or the Director of Human Resources.

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**Print Name**

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**Signature**

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**Date**