

The Mississippi Legislature
Joint Legislative Committee on Performance
Evaluation and Expenditure Review
(PEER Committee)
☎ (601) 359-1226

JOB ANNOUNCEMENT No. 113-08-2024

(Application Deadline: September 20, 2024)

Position: Editor and Publications Coordinator

Starting Salary: \$52,728

Estimated Starting Date: November 1, 2024

DUTIES AND RESPONSIBILITIES

- Serves as consultant in developing report drafts and briefings to help ensure communication of key messages;
- Works with analysts to assure appropriate structure, organization, coherence, and logical consistency in written products;
- Works with analysts to clarify meaning in written products and ensures the appropriate tone, flow, and reading level in written products;
- Ensures consistency with PEER's report and memoranda format;
- Assists with creation of visually appealing products and implements stylistic and presentation suggestions;
- Copyedits all PEER reports as well as selected legislative assistance memoranda, addressing matters of grammar and language usage;
- Prepares report drafts for exit conferences, mailouts, and committee meetings; and,
- Proofreads all written products, checking for typographical, spelling, punctuation, and formatting errors.

MINIMUM EDUCATION REQUIREMENTS

- Master's degree from an accredited college or university in English, journalism, print communications, creative writing, or a related field. (*Individuals who are in their final semester of coursework to earn a master's degree are encouraged to apply.*)
- Minimum cumulative GPA of 3.0 in master's and bachelor's degree programs.

Location:
E.T. Woolfolk Office Building
501 North West Street
Suite 301-A
Jackson, MS 39201

Hours:
8:00 a.m. to 5:00 p.m.
Monday through Friday
structured work schedule in
the office

TO APPLY:

Send résumé, transcripts, and completed application (available at peer.ms.gov) via email to:

director@peer.ms.gov

or via mail to:

PEER Committee
Post Office Box 1204
Jackson, MS 39215-1204
Attention: Job announcement
113-08-2024

KNOWLEDGE, SKILLS, AND ABILITIES

Required:

- Knowledge of the English language sufficient to identify and correct grammatical, syntactical, and other writing errors

Preferred (in addition to the required minimums):

- Familiarity and usage of Macintosh computers
- Proficiency in using Microsoft Word software
- Proficiency in using desktop publishing software
- Familiarity with *Chicago Manual of Style*

FRINGE BENEFITS

1. Paid personal leave and major medical leave. New employees receive 12 hours of personal leave per month and 8 hours of medical leave per month. There are no restrictions in accumulating personal and medical leave.
2. Paid state holidays. Employees receive paid time off or compensatory time for 10 state holidays per year.
3. Group health insurance (base coverage) provided at no cost to the employee, with a value of \$5,508.
4. Life insurance with 50% of premium for employee paid by the state.
5. Defined benefit state retirement plan, with PEER contributing \$9,438 annually on behalf of the employee. (Optional deferred compensation and flexible spending plans.)
6. Professional license expenses paid subject to approval.
7. Free parking.

EVALUATION OF APPLICANTS

Applicants will be evaluated on the basis of the quality and extent of their total accomplishments, education, experience, and training only on information supplied. Applications will be reviewed for minimum qualification requirements by a staff resources board who will determine the extent to which each applicant possesses the appropriate knowledge, skills, abilities, and other personal characteristics required for the position.

Those applicants deemed best qualified will be interviewed by PEER managers. Applicants may be asked to complete written assessments during the interview process.

The final selection decision will be made by the Director subject to the approval of the PEER Committee. Prospective employees will be subject to a background investigation of character, work experience, and job performance. If the Director finds no applicant satisfactory, the position will not be filled, and a new announcement will be issued.

NOTES FOR APPLICANTS

- For mailed applications, enclose a self-addressed, stamped postcard for application receipt confirmation, should you desire confirmation.
- PEER does not reimburse pre-employment interview transportation expenses, employment agency fees, or relocation expenses.
- If you would like to submit a sample of written work (e.g., graduate course work, scholarly articles) or edited publications (e.g., professional reports), please include this with your application.

THE PEER COMMITTEE IS AN EQUAL OPPORTUNITY EMPLOYER.