

<b>Job Title</b>	Legislative Editor and Paralegal	<b>Classification</b>	Grid Level 24
<b>Department</b>	Office of the Law Clerk and Parliamentary Counsel	<b>Date Updated</b>	January 2026
<b>Reports to</b>	Law Clerk and Parliamentary Counsel		

**PROGRAM AND STRUCTURE**

Legislative Assembly staff provide non-partisan services to the institution of Parliament and its elected members in the areas of procedural advice, administrative support and information services. The Legislative Assembly operates under the authority of the *Constitution Act* and the *Legislative Assembly Management Committee Act*. The Legislative Assembly is an autonomous employer, separate from the BC Public Service and the administrative framework of government ministries and agencies.

**DEPARTMENT SUMMARY**

The Office of the Law Clerk and Parliamentary Counsel (OLCPC) is a department of the Legislative Assembly. The OLCPC delivers legal advisory services to the Legislative Assembly, the Speaker, the Clerk, parliamentary committees, and individual Members on the many areas of law that are engaged in parliamentary work, as well as in relation to Members’ constituency functions. Upon request, the OLCPC provides legislative drafting services to Private Members, drafting Private Members’ Bills, Private Bills and amendments to all Bills before the House. As the in-house legal department, the OLCPC provides corporate counsel services to the Speaker, the Legislative Assembly Management Committee, the Clerk, and all other departments of the Legislative Assembly on a broad range of laws engaged in administrative governance and operations. The OLCPC also leads and manages the Legislative Assembly’s privacy management and accountability program. As with all services of the Legislative Assembly Administration, the OLCPC’s advice and services are provided in a non-partisan but politically-sensitive manner.

**JOB SUMMARY**

Reporting to the Law Clerk and Parliamentary Counsel (LCPC), the Legislative Editor and Paralegal (LEP)’s primary area of focus is supporting the legislative drafting functions of the OLCPC by helping ensure that draft legislation is prepared in accordance with current legislative drafting conventions and standards in use in British Columbia. The LEP employs specialized expertise in textual interpretation and analysis to edit highly confidential draft legislation prepared by the LCPC and other lawyer drafters. The LEP conducts research into legislative history, statutory interpretation, and other topics relevant to drafting requests at the direction of the LCPC or other lawyer drafters and also provides broader legal research and support services to the LCPC and other lawyers.

The LEP assists the LCPC in the preparation of bills for publication by the King’s Printer and tracks draft legislation before the House through the various legislative stages. In carrying out these responsibilities, the LEP must ensure the accuracy and integrity of legislative materials, as errors may have legal implications and create reputational risk for the OLCPC, the broader Legislative Assembly Administration or the Legislative Assembly as an institution. The work often requires meeting strict and externally driven timelines while maintaining high-quality outputs.

## KEY RESPONSIBILITIES

- Ensures the accuracy, clarity, consistency, and legal effectiveness of draft legislation through comprehensive review, research, analysis, and editorial revision to reflect client policy and complex legal concepts.
- Provides authoritative interpretive and drafting advice to the LCPC and other lawyer drafters on legislative wording, structure, style, commencement, and operational effect, including application of the *Interpretation Act*.
- Supports the integrity of the legislative drafting process by ensuring client instructions are complete, accurate, and sufficiently detailed, and by obtaining or clarifying required information and documentation.
- Maintains research expertise to support legislative drafting and legal advisory work through analysis of OLCPC records, public provincial databases, relevant provincial, territorial and federal legislation, CanLII and other legal research databases.
- Ensures draft legislation and amendments meet required formatting, structural, and presentation standards for internal review, approval, and reporting purposes.
- Prepares, reviews, and revises draft legislative text and related materials to support client communication, approvals, and decision-making.
- Maintains current expertise in B.C. legislative drafting conventions, editorial standards, and executive-branch legislative processes, and applies this knowledge consistently.
- Supports OLCPC operational requirements by preparing and editing legal documents and other work products as needed.
- Contributes to the development, application, and continuous improvement of editorial policies, office standards, and drafting style guides, in consultation with relevant legal and legislative partners.
- Ensures the accuracy, integrity, security, and usability of OLCPC records and data through development and maintenance of electronic tracking systems and databases.
- Upholds solicitor-client privilege, parliamentary privilege, confidentiality, and records security across all aspects of the OLCPC's work.
- Contributes to operational efficiency and continuous improvement by analyzing workflows and recommending process enhancements within the OLCPC.
- Maintains effective collaborative and professional relationships through respectful, well-reasoned communication with the LCPC, other OLCPC staff, colleagues across the Legislative Assembly Administration, clients and other stakeholders.
- Acts as a liaison with the Parliamentary Documents Team within the Office of the Clerk, the King's Printer, the Office of Legislative Counsel within the Ministry of Attorney General (Government of British Columbia), and relevant legal and legislative bodies, and supports meeting coordination, as required.
- Provides administrative support such as arranging meetings, as required.
- Stays informed on procedural rules and practice relevant to the legislative process and on developments in the law relevant to the OLCPC's practice areas.
- Performs other duties as assigned within scope of work.

## ORGANIZATION STRUCTURE

Clerk of the Legislative Assembly  
Law Clerk and Parliamentary Counsel  
**Legislative Editor and Paralegal**

## SELECTION CRITERIA

### EDUCATION, TRAINING & EXPERIENCE

- Post-secondary education in a related program, plus at least 3 years of clerical work experience in a legal office environment, or an equivalent combination of education and experience.
- Extensive experience editing, proofreading and checking the accuracy of documents prepared by others, including conducting related research and analysis.
- Experience handling competing demands and shifting priorities.
- Experience editing legislative instruments.
- Preference may be given to applicants with any of the following:
  - Completion of course work in law, specifically justice studies or a paralegal or legal secretary program.
  - Experience working in a high volume, deadline-oriented environment.
  - Experience working in a parliamentary or legislative setting.
  - Training in communications strategies such as plain language and inclusive strategies.
  - Experience in a position requiring legal research, including legislative research.
  - Professional training or certification in editing.

### KNOWLEDGE, SKILLS & ABILITIES

- Knowledge of Westminster-style of parliament.
- Knowledge on matters of public policy, provincial affairs and social trends to understand the external factors that have an impact on the business of the Legislative Assembly.
- Knowledge of Canadian court systems and administration considered an asset.
- Excellent legal research, analytical and writing skills.
- Demonstrated service excellence orientation and willingness to go the distance to get the job done.
- Ability to maintain confidentiality and exhibit the highest level of integrity, a professional attitude, sound judgment, tact, diplomacy and professionalism in all interactions and actions.
- Ability to work methodically and concentrate for long periods of time with meticulous attention to detail that includes strong proofreading skills.
- Ability to work effectively under pressure to meet deadlines and to work flexible hours of work as required, which may extend into the evening including when the Legislative Assembly is sitting.
- Ability to communicate legal information and advice in a clear and effective manner, both orally and in writing.
- Ability to organize, to make decisions, and to exercise initiative, creativity and good judgment.
- Ability to work independently and in a team environment.
- Ability to manage a diverse workload and to work under pressure without supervision.
- Strong organizational, self-management and time-management skills.
- Ability to develop and sustain positive, collaborative and respectful working relationships with all members of the OLCPC, Legislative Assembly colleagues, clients and other stakeholders.