

# TEAM SUBJECT MATTER

## BUSINESS TEAM

Agriculture  
 Banks and Other Financial Institutions  
 Consumer and Commercial Transactions  
 Corporations and Other Business Associations  
 Environment  
 Gaming  
 Health Care  
 Insurance  
 Labor and Industry  
 Natural Resources  
 Parks and Recreation  
 Professions and Occupations  
 Public Utilities  
 Solid Waste  
 Water Law  
 Workers' Compensation

## GOVERNMENT TEAM

Appropriations  
 Capital Development  
 Economic Development and Tourism  
 Elections  
 Fiscal Policy  
 General Assembly  
 Lottery  
 Public Employees Retirement Association  
 Real and Personal Property  
 School Finance  
 State Departments and Agencies  
 State and Local Government  
 Taxation  
 Transportation

## LAW TEAM

Children and Domestic Matters  
 Civil Law  
 Corrections  
 Courts  
 Criminal Law and Procedure  
 Education  
 Health  
 Higher Education  
 Human Services  
 Juvenile Law  
 Military and Veterans Affairs  
 Motor Vehicles and Traffic Regulation  
 Probate and Trusts  
 Welfare

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## Team Subject Matter (cont.)

### PUBLICATIONS TEAM

- ◆ Publication of the Colorado Revised Statutes
- ◆ Publication of Session Laws of Colorado
- ◆ Distribution of the Colorado Revised Statutes and Session Laws to state and local government agencies
  - ◆ Publication of Digest of Bills
  - ◆ Review and Enrolling of Bills
  - ◆ Preparation of Annotations

### ADMINISTRATION TEAM

- ◆ Assist the members of the General Assembly with intake and log-in of proposed legislation requests
- ◆ Process state agency promulgated rules and regulations
- ◆ General support staff to General Assembly and Office of Legislative Legal Services
  - ◆ Provide general legal research
- ◆ Custodians of complete legislative records on bills, resolutions, and memorials drafted by the office



### EMPLOYMENT OPPORTUNITIES

The Office of Legislative Legal Services accept resumes from qualified applicants on an ongoing basis. Persons interested in applying for professional positions may send a resume and cover letter to:

### *Office of Legislative Legal Services*

Attn: Office Manager  
 State Capitol Building, Room 091  
 Denver, CO 80203

Fax: 303-866-4157  
 Email: [olls.ga@state.co.us](mailto:olls.ga@state.co.us)



## Office of Legislative Legal Services

The Office of Legislative Legal Services is the non-partisan, in-house counsel for the Colorado state legislature and writes laws, produces statutes, reviews administrative rules, comments on initiated measures, and serves as a resource of legislative information for the public. Our vision is to serve Colorado's General Assembly and citizens, providing these services with excellence, to forward the cause of effective self-government.

### *Office of Legislative Legal Services Colorado General Assembly*

Charley Pike, Director  
 State Capitol Building, Room 091  
 Denver, CO 80203

303-866-2045  
 Fax: 303-866-4157  
 Email: [olls.ga@state.co.us](mailto:olls.ga@state.co.us)

# Office of Legislative Legal Services

## **Bill drafting and session work**

The Office of Legislative Legal Services prepares the bills, resolutions, and memorials introduced in the General Assembly. In addition, most amendments and all conference committee reports are prepared by the Office of Legislative Legal Services.

Each bill or resolution is drafted by a staff attorney or legislative assistant and is reviewed by other staff members for format, grammar, and legality before introduction.

The Office of Legislative Legal Services is responsible for a review of all bills and amendments after they are passed by either house. This review is conducted to identify conflicting bills and any technical or substantive problems in bills or amendments and is performed by the Office of Legislative Legal Services attorneys and technical staff. The Office of Legislative Legal Services also assists the House and Senate in proofing and preparing the final enrolled acts.



Hall of Fame Stained Glass Windows



View from the observation gallery

## **Colorado Revised Statutes**

The Office Of Legislative Legal Services edits, compiles, revises, and publishes the laws enacted each session, with annotations.

The Office of Legislative Legal Services maintains lists of the government agencies that receive the Colorado Revised Statutes and Session laws free of charge. Currently the Office of Legislative Legal Services distributes approximately 2,900 sets of Colorado Revised Statutes and 1,150 sets of Session Laws.



Capitol Building Rotunda

**Other services performed by the Office of Legislative Legal Services include:**

## **Review of Administrative Rules**

The Office of Legislative Legal Services is responsible for implementing the statutory provisions for legislative review of administrative rules. Every rule adopted or amended by an executive agency is first reviewed by an Office of Legislative Legal Services attorney or legislative assistant to determine if the rule is within the power delegated to the agency and consistent with law. After each legislative session, the Office of Legislative Legal Services reviews existing rules to determine if they are in conflict with laws enacted during that session.

## **Review of Initiatives**

Anyone who wishes to initiate an amendment to the state constitution or statutes is required to submit a draft of the measure to the Office of Legislative Legal Services and Legislative Council. The staffs prepare written comments on the draft that are then delivered to the proponents of the measure at a public hearing conducted by the directors of the two offices or their designees.

In addition, the director of the Office of Legislative Legal Services or the director's designee sits on the Ballot Title Board, which drafts and adopts the title for each measure to appear on circulated petitions and official ballots.