

Legislative Drafting Technician

The Office of Legislative Council is now hiring a seasonal legislative drafting technician for the 2017 legislative session.

Legislative drafting technician duties include working on legislative documents that have been drafted by legal staff and reviewed by legislative editors, entering information into a legislative database, posting documents to the web, and other office-related work. Candidates must be comfortable with detailed and confidential work. Candidates must be professional, have excellent communication and interpersonal skills, and be able to use e-mail, Microsoft Office, and similar programs. Editing skills would be helpful, but not required. No legislative experience is necessary and training will be provided.

The Office of Legislative Council provides the General Assembly with nonpartisan legal advice and bill drafting services; administrative committee and operations support; and information technology services. As a result, applicants must be able to interact with all members and staff of the General Assembly in a professional and nonpartisan manner.

Position seasonal (anticipated November–May). Wage is \$19 per hour, no benefits.

Please submit a resume and a cover letter by Wednesday, September 28, 2016 to: applications@leg.state.vt.us. Please include the subject line: “Operations — Legislative Drafting Technician” in your e-mail.