115 STATE STREET,
MONTPELIER, VT 05633-5301

PHONE: (802) 828-2228

STATE OF VERMONT
OFFICE OF THE SERGEANT AT ARMS

ASSISTANT SERGEANT AT ARMS

The Office of the Sergeant at Arms seeks to hire an Assistant Sergeant at Arms. The Assistant Sergeant at Arms provides nonpartisan operational and administrative support to the Vermont General Assembly. This role manages the main office for the State House Capitol in support of the Sergeant at Arms, including assisting members and the public, scheduling State House rooms, managing maintenance work orders, and processing payroll and expenses.

The anticipated pay for this position will be between $58,955.00 - $88,433.00 with an initial offer based on applicable qualifications and experience. The comprehensive State benefits package includes paid time off, health insurance, and retirement plans. This position is expected to work in-person from the State House in Montpelier, VT. Longer work hours are expected during the legislative session (generally January through May).

Education and Experience:
Required:

- Minimum of one year of college coursework or equivalent work experience.
- 4+ years of related work experience.
- Proficiency in Microsoft Suite.

Preferred:

- Associate or bachelor's degree.
- 1+ year experience in an office administrative environment.
- Notary Public appointment.
- Experience in government organizations.
- Experience in managing budgets and financial resources.
- Experience in directly supervising and managing professional staff.

Required Skills:

- Excellent interpersonal and customer service skills, including a willingness to interface with all legislators, staff, and members of the public.
- Accounts payable knowledge; experience processing invoices.
- Excellent written and oral communication skills.
- Ability to maintain a flexible schedule including working extended hours.
- Ability to multi-task in a busy environment.
- Work effectively in a political environment in a nonpartisan way, under tight time constraints, while meeting the needs of a broad spectrum of people.
- Excellent attention to detail in all matters.
- Ability to remain calm under pressure.
- Possess a self-directed commitment to staying up to date on subject knowledge, best practices, and skills as appropriate.

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- Earn trust (both internally and externally), maintain high standards, and apply discretion and sound judgement.
- Ability to work in a team environment where the team success is more important than individual accolades.

To Apply:
Please submit both a resume and cover letter, outlining interest in the position and highlighting previous relevant experience, by email to: HRApplications@vtleg.gov. Please put "Assistant Sergeant at Arms" in the subject line of the email. Applications should be submitted by November 5, 2026.

The Vermont General Assembly is an equal opportunity employer and applicants will receive consideration for employment without regard to age, race, color, national origin, religion, sex, sexual orientation, gender identity, disability, veteran status, or other protected category.