



STATE OF VERMONT
OFFICE OF LEGISLATIVE COUNSEL

Legislative Counsel Support Specialist

The Office of Legislative Counsel is seeking a motivated professional for the position of Legislative Counsel Support Specialist. Come work in a dynamic, engaging, collaborative environment at Vermont's State House in Montpelier, Vermont!

The Legislative Counsel Support Specialist provides administrative services to the Office of Legislative Counsel and nonpartisan committee services support to the Vermont General Assembly through the Office of Legislative Counsel. This role supports the work of the Supervisor of Committee Services, manages administrative services for the Office, staffs the Legislative Committee on Administrative Rules, and provides services to the Judicial Rules and Judicial Retention Committees, and staffs other committees as needed.

The anticipated pay for this position will be between \$47,850 - \$71,800, with potential for an initial offer adjustment based on applicable qualifications and experience. The comprehensive State benefits package includes paid time off, health insurance, and retirement plans. During the legislative session, legislative staff are expected to work in-person in Montpelier with the potential for some remote work during adjournment.

Required Education and Experience:

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- Associate degree or equivalent experience in administrative services.
- Proficiency in Microsoft Suite and remote-work applications (i.e. Zoom).

Preferred:

- Bachelor's degree.
- 5+ years in an administrative, customer-service, or political business environment.

Required Skills:

- Detail-oriented and organized with proven research and administrative capabilities.
- Excellent interpersonal and customer service skills, including a willingness to interface with all legislators, staff, and members of the public.
- Ability to remain professional and nonpartisan in a political environment.
- Excellent written and oral communication skills.
- Adept at working effectively both independently and as a team member in an environment that is fast paced and demanding.
- Ability to maintain a flexible schedule including working extended hours.

To apply, please submit a resume and a cover letter explaining your interest and qualifications to:

HRApplications@vtleg.gov. Cover letters should be a personalized, authentic reflection of your skills, motivation, and personality. Please put your name and "support specialist application" in the subject field of the e-mail. Applications should be submitted by August 20, 2026, and will be reviewed on a rolling basis.

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