



STATE OF VERMONT
OFFICE OF LEGISLATIVE COUNCIL

NOW HIRING: COMMITTEE SERVICES SUPERVISOR

The Office of Legislative Council provides nonpartisan legal, operational, and IT support and services to the General Assembly. The Committee Services Supervisor trains, supervises, and supports approximately 20 seasonal committee assistants who provide administrative support to legislative committees, including scheduling witnesses, preparing agendas, maintaining records, and posting documents to the website.

The Supervisor must be an effective leader with strong interpersonal, communication, and organizational skills. The Supervisor must also enjoy working in a fast-paced environment, be able to facilitate teamwork and solve problems, and have a focus on providing excellent customer service.

No legislative experience is required, and the successful candidate will receive appropriate training. This is a full-time, year-round position. Salary will be approximately \$55,000 per year, and will depend on relevant skills and experience. The position includes excellent State benefits, including health insurance and retirement plans.

Please send your resume and a cover letter describing your interest in and qualifications for the position to: applications@leg.state.vt.us. Please include first initial, last name, and "Committee Services Supervisor" in the subject line of your e-mail (for example: J. Smith "Committee Services Supervisor"). Resume and cover letter must be submitted by Friday, September 29, 2017, and applications will be reviewed and interviews conducted on a rolling basis.

The Vermont General Assembly is an equal opportunity employer. Applications from women, individuals with disabilities, veterans, and people from diverse cultural backgrounds are encouraged. ADA accommodations will be provided upon request.