

The Office of the Clerk of the House is seeking a Second Assistant Clerk to commence working during the 2016 legislative session. A candidate for this position needs to have a law degree.

The Second Assistant Clerk assists the Clerk of the House on the floor during session. The Second Assistant Clerk also assists members and committees with inquiries on procedure and general information, prepares daily updates of the Bill Tracking System, prepares messages to be delivered to the Senate, delivers messages to the Senate, prepares Bill Assign within the bill tracking system, prepares signature cards for delivery of bills, takes roll calls on the floor, enters amendments and committee reports in Amendment module of the bill tracking system, proofs amended bills and resolutions, enters members of committee of conference in Bill Maintenance module of the bill tracking system, assists in preparation of the Daily Calendar, prepares concurrent resolution addendum, occasional reading of resolutions on the floor, daily checks of committee rooms for reporting of bills and resolutions

Interested candidates should send a cover letter and resume to clerk@leg.state.vt.us