



STATE OF VERMONT
OFFICE OF LEGISLATIVE COUNCIL

Operations Unit, Legislative Council
Job Descriptions

Job Title: Deputy Director of Operations

The Deputy Director of Operations is an exempt and nonpartisan position within the Office of Legislative Council. The Deputy Director of Operations supervises and supports the following three units: 1) Administrative Services, 2) Committee Services, and 3) Drafting Operations Services. The Deputy Director of Operations coordinates daily operations of the Office of Legislative Council, including connecting legislators, staff, and the public with requested and appropriate services.

The primary responsibilities of this position include:

- Human Resources services for the Office of Legislative Council, the Office of the Pro Tempore, the Office of the Speaker of the House, and the members of the General Assembly.
- Business Operations, including budget analysis, expense coordinating, and accounts payable for the General Assembly.
- Training, assessing, and supporting the committee services staff which includes developing tools to standardize and improve efficiency of processes.
- Supervising the Drafting Operations staff and assisting when workload requires.
- Maintaining portions of the General Assembly's website, including Legislative Reports and Committee Web pages.

Administrative Services Unit

Job Title: Administrative Assistant

The Administrative Assistant is an exempt and nonpartisan position within the Office of Legislative Council. The Administrative Assistant performs main office duties such as answering telephones, coordinating staff when appropriate, word processing, and other duties as assigned. In addition to these duties, the Administrative Assistant performs the following services:

- Payroll for legislative members and certain staff offices. The Administrative Assistant processes all personal action requests (PARs) to execute human resource functions.
- Expenses for legislative members and certain staff offices. The Administrative Assistant processes expenses and runs reports as requested.
- Post reports to the legislative website
- Assist the Deputy Director of Operations with additional projects and assignments as needed.

Job Title: Operations Coordinator/Committee Assistant

The Operations Coordinator/Committee Assistant is an exempt and nonpartisan position within the Office of Legislative Council. The Operations Coordinator/Committee Assistant performs main office duties such as answering telephones, coordinating staff when appropriate, word processing, and other duties as assigned. In addition to these duties, the Operations Assistant/Committee Assistant performs the following services:

- Expenses for legislative members and certain staff offices. The Operations Coordinator processes expenses and runs reports as requested.
- Committee Assistant for the Legislative Committee on Administrative Rules (LCAR).
- Accounts payable and receivable, including bank transfers and other financial duties.
- Assist the Deputy Director of Operations with additional projects and assignments as needed.

Job Title: Operations Assistant

The Operations Assistant is an exempt and nonpartisan position within the Office of Legislative Council. The Operations Assistant is primarily responsible for operating the copy room and ordering office supplies. In the interim, the Operations Assistant performs duties of a committee assistant.

Committee Services

Job Title: Supervisor of Committee Services

The Supervisor of Committee Services is an exempt and nonpartisan position within the Office of Legislative Council. The Committee Services Supervisor trains, supports, and supervises approximately 20 seasonal and year-round committee assistants. Committee assistants provide administrative support to legislative committees. Duties include scheduling hearings and meetings, recording proceedings, maintaining committee records, posting documents to the committee's web page, and assisting committee members, witnesses, and members of the public.

The Supervisor must exhibit strong interpersonal skills such as leadership, effective communication, and the ability to work well with and motivate others. The Supervisor must be able to manage others effectively and facilitate teamwork and camaraderie. Additionally, the Supervisor must exhibit strong executive function skills, such as problem solving, planning, and task flexibility.

Job Title: Committee Assistant (seasonal)

The Committee Assistant is an exempt and nonpartisan position within the Office of Legislative Council. Committee staff and employees of the Office of Legislative Council are the nonpartisan staff for all parties and chambers of the Vermont State Legislature. In order to legislate effectively, legislative members must trust the staff and know they will not let their personal beliefs interfere with the legislative process. The Office's nonpartisan policy allows a neutral work relationship free from bias. Committee staff often hear comments and information exchanged between committee members or members of the Legislature using committee rooms for confidential conversations. These conversations are confidential.

Committee Assistants work with staff attorneys to provide staff services to one or more legislative committees. The committee staff will work with the chair, vice chair, and clerk of the committee and is responsible for organizing and tracking committee documents, recording committee meetings which may include taking minutes, organizing and preparing weekly agendas, and coordinating public hearings.

Committee staff help attorneys stay informed about committee work and schedules, and serve as liaisons between the committee and witnesses, lobbyists, and public.

The primary responsibilities of this position include:

- Scheduling hearings and meetings
- Recording proceedings
- Maintaining committee records for Archives
- Posting documents to the committee's web page
- Assisting committee members, witnesses, and members of the public
- Other duties as assigned

Drafting Operations

Job Title: Supervisor of Drafting Operations

The Supervisor of Drafting Operations is an exempt and nonpartisan position within the Office of Legislative Council. The Supervisor of Drafting Operations supervises, supports, and trains the drafting operations staff and is supervised by the Deputy Director of Operations.

The primary responsibilities of this position include:

- Supervise the legislative drafting technicians and the legislative editors.
- Coordinate workload for drafting operations staff.
- Assign numbers to drafting requests, bills, and resolutions.
- Maintain database for drafting requests, bills, acts, and resolutions.
- Format drafts, bills, amendments, committee of conference reports, proposals for amendments to the constitution, and resolutions.
- Work closely with legislative attorneys and the entire drafting operations staff.
- Release drafts to sponsors.
- Send bills to the printer.
- Post documents on the web.
- Provide copy room technician with documents to update the public bill bins.
- Create "clean copy" documents of "As Passed by" documents and "Proposal of Amendment" documents from documents created in and received from the House Clerk's Office and Senate Secretary's Office, and acts and resolutions received from the Office of the Secretary of State.
- Be familiar with the Legislative Drafting Guidelines.
- Be familiar with and maintain the drafting technicians' manual.
- Along with the supervisor of committee services, organize the distribution of Vermont Statutes Annotated pocketparts/supplements, replacement volumes, and acts and resolves.
- Box, assign public records numbers, and send bills and resolutions to the Public Records Division.
- Assist legal staff by typing miscellaneous letters and memos, scanning, and reformatting documents.
- Provide backup for answering telephone, faxing, photocopying, and other office-related duties.
- Provide late-night and weekend coverage when necessary.
- Be a member of the statutory revision committee.
- Provide administrative assistance during the statutory review process.
- Meet periodically with the director and deputies regarding workload and projects.
- Provide additional duties and responsibilities not listed in this job description in order to assist the Office of Legislative Council in meeting new challenges which may arise.

Job Title: Chief Legislative Editor

The Chief Legislative Editor is an exempt and nonpartisan position within the Office of Legislative Council. The Chief Legislative Editor is part of the drafting operations staff and is supervised by the Supervisor of Drafting Operations and Deputy Director of Operations.

The primary responsibilities of this position include:

- Edit and proofread bill drafts, amendments, acts, resolutions, charters, summaries, reports, and correspondence. Requesters include legislators, legislative attorneys, committee staff, the joint fiscal office, and support staff. Do this on an as-needed basis or create a priority pile and work through it.
- Check and research all background materials for the above. All V.S.A. and session law citations are checked with potential cross-references and their inherent problems. Ensure new language and citations are placed accurately.
- Ongoing supervision and training of legislative editor as well as legislative drafting technicians when the technician edits concurrent resolutions and other drafts and documents. This involves all teaching and double-checking of work product. Emphasize confidentiality, nonpartisanship, and thoroughness of the work.
- Assist in the training of new legislative attorneys, clerks, and law students on various parts of drafts.
- Work closely with legislative attorneys and the entire drafting operations staff.
- Ongoing contributor to evolving Legislative Drafting Guidelines.
- Edit/proofread galley pages of pocket parts and to-be-published hardcover volumes of the Vermont Statutes Annotated.
- Member of statutory revision committee. Meet on an ongoing basis to discuss matters concerning the publishing and editing of the V.S.A. and contract negotiations.
- Assist with legislative history and front office backup.
- Provide backup for answering telephone, faxing, photocopying, and other office-related duties.
- Provide late-night and weekend coverage when necessary.
- Provide additional duties and responsibilities not listed in this job description in order to assist the Office of Legislative Council in meeting new challenges which may arise.

Job Title: Legislative Editor

The Legislative Editor is an exempt and nonpartisan position within the Office of Legislative Council. The Legislative Editor is part of the drafting operations staff and is supervised by the Chief Legislative Editor, the Supervisor of Drafting Operations, and the Deputy Director of Operations.

The primary responsibilities of this position include:

- Edit and proofread bill drafts, amendments, acts, resolutions, charters, summaries, reports, and correspondence. Requesters include legislators, legislative attorneys, committee staff, the joint fiscal office, and support staff. Do this on an as-needed basis.
- Check and research all background materials for the above. All V.S.A. and session law citations are checked with potential cross-references and their inherent problems. Ensure new language and citations are placed accurately.
- Work closely with legislative attorneys and the entire drafting operations staff.
- Edit/proofread galley pages of pocket parts and to-be-published hardcover volumes of the Vermont Statutes Annotated.
- Provide backup for answering telephone, faxing, photocopying, and other office-related duties.
- Provide late-night and weekend coverage when necessary.
- Provide additional duties and responsibilities not listed in this job description in order to assist the Office of Legislative Council in meeting new challenges which may arise.

Job Title: Legislative Drafting Technician

The Legislative Drafting Technician is an exempt and nonpartisan position within the Office of Legislative Council. The legislative drafting technician is part of the drafting operations staff and is supervised by the Supervisor of Drafting Operations and Deputy Director of Operations. When the Legislative Drafting Technician is editing concurrent resolutions, the technician is supervised by the Chief Legislative Editor.

The primary responsibilities of this position include:

- Perform work as delegated by the supervisor of drafting operations, including:
 - Assigning numbers to drafting requests, bills, and resolutions.
 - Maintaining database for drafting requests, bills, acts, and resolutions.
 - Formatting drafts, bills, amendments, committee of conference reports, proposals for amendments to the constitution, and resolutions.
 - Working closely with legislative attorneys and the entire drafting operations staff.
 - Releasing drafts to sponsors.
 - Sending bills to the printer.
 - Posting documents on the web.
 - Providing copy room technician with documents to update the public bill bins.
 - Creating "clean copy" documents of "As Passed by" documents and "Proposal of Amendment" documents from documents created in and received from the House Clerk's Office and Senate Secretary's Office, and acts and resolutions received from the Office of the Secretary of State.
 - Editing, fact checking, and correcting concurrent resolutions.
- Be familiar with the Legislative Drafting Guidelines.
- Be familiar with and help maintain the legislative drafting technicians' manual.

- Assist legal staff by typing miscellaneous letters and memos, scanning, and reformatting documents.
- Provide backup for answering telephone, faxing, photocopying, and other office-related duties.
- Provide late-night and weekend coverage when necessary.
- Provide additional duties and responsibilities not listed in this job description in order to assist the Office of Legislative Council in meeting new challenges which may arise.

Operations Unit

