



**STATE OF VERMONT**  
OFFICE OF LEGISLATIVE COUNCIL

**Administrative Assistant; Full-time, Permanent Position**

The Administrative Assistant serves as the main point of contact for Human Resource related issues, answers the main phone line, and directly processes the payroll for the Legislative Branch of government. This “frontline” support role demands a person who is professional, dedicated, and able to handle confidential information. This position is responsible for processing all payroll and maintaining personnel files and expense reimbursement information for the staff of the Office of Legislative Council and the members of the General Assembly.

**Requirements:** Strong organizational skills, administrative experience and a positive customer service presence. Ability to maintain confidentiality. Proficiency with MS Office Suite (in particular MS Word) and ability to navigate spreadsheets and databases. Familiarity with e-mail protocol. Punctual, precise, proactive, and patient people should apply.

**Details:** The Office of Legislative Council is a nonpartisan office serving the members, committees, and other offices of the Vermont General Assembly. This full-time, permanent position is physically located in the State House in Montpelier. The position is eligible for full State of Vermont benefits and the salary range is \$43,000–\$47,000, commensurate with experience. The Office of Legislative Council is an Equal Opportunity Employer.

**To apply:** Please submit to [applications@leg.state.vt.us](mailto:applications@leg.state.vt.us) by October 9, 2019, in MS Word or PDF format both a resume and a cover letter that includes a brief statement highlighting the skills, knowledge, and approach you would bring to this unique role. Include “Administrative Assistant” and your last name in the subject line of your e-mail.

The anticipated starting date for this position is November 18, 2019.