



STATE OF VERMONT
OFFICE OF LEGISLATIVE COUNSEL
DRAFTING OPERATIONS

RESOLUTIONS EDITOR AND COORDINATOR

Can you derive immense satisfaction from working behind the scenes to improve the work product of others? Do typos, incorrect grammar, errors of “fact,” departures from stylistic conventions, and inconsistent usages make your fingers itch for a red pen? Do you have the ability to mark mistakes without judging? Would you enjoy helping achieve recognition for people and groups you may not know or ever meet, for accomplishments and life events? If so, we may have the perfect full-time, seasonal job for you!

The Resolutions Editor and Drafting Coordinator copyedits, fact-checks, and proofreads drafts of resolutions and assists with other documents produced by legislative staff. The individual helps organize the workflow of the attorney who writes resolutions, performs data entry and retrieval, and coordinates with personnel in other offices who are responsible for processing resolutions. Resolutions are documents adopted by the General Assembly that do not have the force of law and that express approval or disapproval, are laudatory or cautionary, memorialize persons or events, and express congratulations or concerns. Please note that this is not a writing job.

This is a full-time, seasonal position without health benefits, located in Montpelier, VT. The position wage range begins at \$19.00 per hour, depending on direct experience. This role will start in December 2021 with an anticipated end date of mid-June 2022.

Requirements:

- Organized, calm, tactful, and efficient under pressure.
- Strong mastery of English grammar, punctuation, and spelling.
- Ability to perceive and correct factual errors, both major and minor.
- Familiar with editing to a style guide.
- Punctual, precise, proactive, patient.
- Demonstrates the ability to communicate and collaborate cross-functionally.
- Able to maintain confidentiality.
- Proficient with MS Office Suite (in particular MS Word), able to navigate spreadsheets and databases, familiar with e-mail protocol, comfortable in Adobe.

To apply, please submit a resume and a cover letter explaining your interest and qualifications by e-mail to: HRApplications@leg.state.vt.us. Applications must be submitted by October 29, 2021. Please put your name and “resolutions application” in the subject field of the e-mail.

The Office of Legislative Counsel 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, or other protected category.