



STATE OF VERMONT
JOINT FISCAL OFFICE

SENATE APPROPRIATIONS COMMITTEE ASSISTANT
SESSION-ONLY

The Joint Fiscal Office seeks to hire for the position of a session-only Senate Appropriations Committee Assistant. The Senate Appropriations Committee Assistant provides nonpartisan operational and administrative support to the Senate Appropriations Committee.

The Joint Fiscal Office is a nonpartisan office that provide nonpartisan, factually based financial and policy analyses, research, forecasts, and recommendations to the Vermont State Legislature.

Education and Experience:

Required:

- Associate degree or equivalent work experience.
- 1+ year in a professional work environment.

Preferred:

- 2+ years in an administrative, customer-service, or political business environment.

Additional Requirements:

- Proficiency in Microsoft Suite and remote-work applications (i.e. Zoom).
- Available for the full legislative session, from January 3rd to approximately mid-May.

Required Skills:

- Technologically adept and able to facilitate on-line hearings and meetings.
- Detail-oriented and organized with proven research and administrative capabilities.
- Excellent interpersonal, customer service and collaboration skills; comfortable interfacing with individuals at all levels of responsibility.
- Ability to remain nonpartisan in a political environment.
- Excellent written and oral communication skills.
- Adept at working effectively both independently and as a team member, in an environment that is fast paced and demanding meeting short deadlines with minimal supervision.
- Ability to maintain a flexible schedule including occasionally working extended hours.
- Uses sound judgement when making decisions.
- Ability to manage many competing demands and adept at multi-tasking.

Minimum starting wage of \$22.62/hour, with adjustments based on qualifications and experience. The position is located in Montpelier, VT, is full-time, temporary, and does not include health benefits.

To apply, please submit in Word or PDF format 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 November 7, 2022. Please put your name and “Appropriations Committee Assistant” in the subject field of the e-mail.

The Vermont General Assembly 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.