



STATE OF VERMONT
OFFICE OF LEGISLATIVE COUNSEL

Legislative Drafting Coordinator

The Office of Legislative Counsel seeks to hire a Legislative Drafting Coordinator for its Drafting Operations unit. The Drafting Coordinator works on legislative documents that have been drafted by legal staff and reviewed by legislative editors. The Drafting Coordinator enters information into the legislative database and various tracking documents, updates files as appropriate, formats and makes corrections in bills and documents, posts documents to the legislative website, assists in managing the daily workflow to ensure deadlines are met, and communicates and coordinates with other legislative staff.

This position has a pay range of \$19.06 - \$28.60 per hour, based on the candidate's applicable qualifications and experience. The comprehensive State benefits package includes health insurance and retirement plans. This full-time, hourly position is located at the State House Complex in Montpelier, VT, and may require late-night and early-morning coverage, as needed, when the Legislature is in session (January–May).

Education and Experience:

- Bachelor's or associate's degree in English or related field or equivalent work experience

Required Skills:

- Organized, calm, tactful, and efficient with the ability to adapt to sudden changes in workflow and task assignments
- Strong attention to detail and accuracy
- Excellent written and oral communication skills
- Ability to work independently and collaboratively
- Ability to perform at the highest level under pressure and meet deadlines
- Strong work ethic
- Recognizes patterns of problems and successfully troubleshoots
- Ability to remain professional and impartial while working in a political environment
- Proficient in Microsoft Suite and Adobe with an ability to learn various other software

To Apply:

Please submit a resume and a cover letter explaining your interest and qualifications by e-mail to: HRApplications@leg.state.vt.us. Please put your name and "drafting coordinator application" in the subject field of the e-mail. Applications must be submitted by September 20, 2024.

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.