



STATE OF VERMONT
OFFICE OF LEGISLATIVE COUNSEL

Legislative Editor

The Office of Legislative Counsel seeks to hire a copy editor for its Drafting Operations unit. The Legislative Editor position is an integral part of the nonpartisan Drafting Operations team that supports the Legislative Counsel legal staff, other legislative offices, and the members of the General Assembly, regardless of party or political affiliation. The Legislative Editor copy edits and proofreads legislative documents and publications, including bill drafts and amendments. Editing is done both on paper with a red pen and electronically in PDFs. The Legislative Editor neither drafts legislation nor participates in policy development and must perform the work in adherence to style requirements.

The anticipated pay for this position will be between \$44,850 and \$61,650, depending on applicable qualifications and experience. The comprehensive State benefits package includes health insurance and retirement plans. This position may require late-night and early-morning coverage as needed when the Legislature is in session (January–May).

Education and Experience:

Required:

- Associate's degree in English or a related field or equivalent work experience.
- 1+ year in a professional work environment.

Preferred:

- Bachelor's degree in English or a related field.
- 2+ years in a professional work environment with editing experience.

Required Skills:

- Ability to work in a nonpartisan manner.
- Strong expertise in grammar, spelling, punctuation, sentence structure, and vocabulary.
- Ability to edit to appropriate style guides rapidly to accommodate the fast pace of the work environment.
- Communicates and collaborates cross-functionally with multiple stakeholders.
- Performs at the highest level under pressure.
- Adaptable to sudden changes in workflow and task assignments.
- Consistently meets deadlines.
- Proficient in Microsoft Suite and Adobe with an ability to learn other various software.
- Ability to read and edit documents and electronic communications for 8+ hours a day with a high degree of accuracy and precision.
- Demonstrated knowledge of or ability to learn editors' marks.

To apply, please submit both a resume and a cover letter explaining your interest and qualifications by email to: HRApplications@leg.state.vt.us. Applications must be submitted by September 26, 2025. Please put your name and "editor application" in the subject field of the email.

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, age, or other protected category.