



STATE OF VERMONT
SECRETARY OF THE SENATE

SESSION-ONLY OFFICE ASSISTANT

The Office of the Secretary of the Senate seeks to hire for the seasonal position of Office Assistant for the 2027 Legislative Session. The Office Assistant supports the administrative work of the Office, including serving as a point of contact for Senate members and members of the public, preparing resolutions, coordinating devotionals, and reviewing and filing documentation.

The Office of the Secretary of the Senate is a nonpartisan office that provides parliamentary services to the Senate, Senate members, and committees, regardless of party or political affiliation. The Office Assistant holds a challenging, interesting, and important role at the heart of representative government and is part of a small team responsible for assisting the Senate in performing its constitutional function.

The starting wage is \$23.00 per hour, with potential for an initial offer adjustment based on applicable qualifications and experience. This is a full-time, seasonal position without health benefits, located in Montpelier, VT. This role will start in November/December 2026, with an anticipated end date in May 2027. This position does require the ability to maintain a flexible schedule, including working extended hours, often during evenings.

Education and Experience:

Required:

- High School Diploma
- Training, certificate or a minimum of 5 years of experience with standard computer software including Windows, Word, Outlook with preferred experience with proprietary software.

Preferred:

- As ideal candidate may train into other positions in the office: B.A. or above; minimum 10 years of experience with standard computer software including Windows, Word, Outlook with preferred experience with proprietary software.

Required Skills:

- *Customer Service Experience:* Strong interpersonal skills and experience assisting
- *Collaboration:* Establish and maintain strong, transparent, trusted relationships with public, staff colleagues, legislators, Executive and Judicial Branch leadership and staff, and other local, state, or federal offices.
- *Development:* Possess a self-directed commitment to staying up to date on subject knowledge, best practices, and skills as appropriate.
- *Environment:* Work effectively in a political environment in a nonpartisan way, under tight time constraints, while meeting the needs of a broad spectrum of people.
- *Engagement:* Earn trust (both internally and externally), maintain high standards, and apply discretion and sound judgement.
- *Team Orientation:* Ability to work in a team environment where the team success is more important than individual accolades.

To apply, please submit a resume and a cover letter explaining your interest and qualifications to: HRApplications@vtleg.gov. Cover letters should be a personalized, authentic reflection of your skills, motivation, and personality. Please put your name and “Office Assistant” in the subject field of the e-mail. Applications will be reviewed starting on September 28, 2026.

The Vermont General Assembly is an equal opportunity employer, and applicants will receive consideration for employment without regard to age, race, color, national origin, religion, sex, sexual orientation, gender identity, disability, veteran status, or other protected category.