



STATE OF VERMONT
JOINT FISCAL OFFICE

SENIOR STAFF ASSOCIATE

The Joint Fiscal Office seeks to hire for the position of Senior Staff Associate. The Joint Fiscal Office is a nonpartisan office that provides nonpartisan, factually based financial and policy analyses, research, forecasts, and recommendations to the Vermont State Legislature. The Senior Staff Associate provides support to the House Committees on Appropriations, as well as joint, study and standing committees where there is a focus on fiscal matters. The Senior Staff Associate works with other fiscal office staff assisting legislators on a variety of fiscal issues and performs duties that are part of the general work responsibilities of the Joint Fiscal Office (JFO). In addition, the Senior Staff Associate assists with Joint Fiscal Committee meetings, legislative orientation, tracking of relevant legislation, and manages documentation for the Office.

Required Education and Experience:

- Bachelor's degree plus one year in a professional work environment OR
- Associates degree or equivalent with four years in a professional work environment OR
- A minimum of seven years of experience in a professional work environment .
- Experience in an administrative, customer service or political business environment.
- Proficiency in Microsoft Suite and remote-work applications (i.e., Zoom).
- Technologically adept and able to facilitate on-line hearings and meetings.

Required Skills:

- Excellent interpersonal skills; ability to develop and maintain collaborative working relationships with all levels of staff, management, elected officials, executive branch staff, special interest groups, local, state, and federal group, and the general public, while maintaining a high level of social awareness for professional engagement.
- Demonstrates good judgement with the ability to navigate within a highly political environment in a nonpartisan way with minimal supervision.
- Ability to manage projects through to completion.
- Ability to manage competing demands, multitask, and changes in direction as the Legislature works through the budget process and various bills.
- Adept at working effectively both independently and as a team member in an environment that is fast paced and demanding.
- Excellent written and oral communication.

Minimum starting salary of \$54,225, with potential for an initial offer adjustment based on applicable qualifications and experience. We offer meaningful work, a variety of programs focusing on wellness and community, and family-friendly benefits, including pension and retirement plans, medical, dental and vision coverage, and paid time off.

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 "Staff Associate application" in the subject field of the e-mail. Applications will be reviewed starting on July 7, 2025.

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.