



**STATE OF VERMONT**  
JOINT FISCAL OFFICE

**FISCAL EDITOR AND BILL COORDINATOR**

The Joint Fiscal Office seeks to hire for the position of Fiscal Editor and Bill Coordinator. The Fiscal Editor and Bill Coordinator ensures the timely delivery of accurately and consistently edited documents and publications, working proactively and collaboratively as a member of the nonpartisan Joint Fiscal Office (JFO). This position prepares the annual budget bills, is an editor for the various office publications & presentations and performs duties that are part of the general work responsibilities of the JFO.

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:*

- Bachelors or Associates Degree in English or a related field
- Minimum of 2 years of relevant work experience

*Preferred:*

- Minimum of 3 years in a professional work environment with editing and training experience
- Minimum of 2 years in a legislative 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:**

- Strong attention to detail when reading, editing, amending
- Excellent English language writing skills
- Proficient with MS Word and some experience with MS Excel
- Ability to work in a varied, unpredictable pace of workflow, including the ability to change tasks with short-notice and to take on tasks unilaterally in support of the Office
- Ability to maintain a flexible schedule, including working extended hours, often during evenings, and on some weekends, during session
- Collaborate with authors of varying abilities and be open to all perspectives
- Excellent interpersonal, customer service and collaboration skills; comfortable interfacing with individuals at all levels of responsibility
- Demonstrates good judgment with the ability to navigate within a highly political environment in a nonpartisan way with minimal supervision

- Demonstrates understanding of fiscal terms and how to explain technical concepts to those not familiar with them
- Adept at working effectively both independently and as a team member, in an environment that is fast paced, meeting short deadlines with minimal supervision
- Proven organizational skills with the ability to track multiple versions of documents

Minimum starting salary of \$57,966, with adjustments based on qualifications and experience. The comprehensive State benefits package includes health insurance and retirement plans.

To apply, please submit in Word or PDF format a resume, a writing sample, and a cover letter explaining your interest and qualifications by e-mail to: [HRApplications@leg.state.vt.us](mailto:HRApplications@leg.state.vt.us). Applications must be submitted by November 7, 2022. Please put your name and “Fiscal Editor and Bill Coordinator application” 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.