



STATE OF VERMONT
OFFICE OF LEGISLATIVE OPERATIONS

Legislative Administrative Assistant

The Office of Legislative Operations seeks to hire an Administrative Assistant. The Administrative Assistant provides nonpartisan administrative support to the Vermont General Assembly through the Office of Legislative Operations. This role manages the administrative tasks of the Office, including answering the main phone line, and processing payroll and expenses.

Minimum starting salary of \$42,384 with adjustments based on qualifications and experience. The comprehensive State benefits package includes health insurance and retirement plans.

Education and Experience:

Required

- Associate degree or equivalent experience in administrative services

Preferred

- Bachelor's degree
- 5+ years in an administrative, customer-service, or political business environment
- Experience with data entry

Required Skills:

- Excellent interpersonal and customer service skills, including a willingness to interface with all legislators, staff, and members of the public
- Accountable for work assigned and meets deadlines with timely follow through
- Proficiency in Microsoft Suite and remote-work applications (i.e., Zoom), with an ability to learn other software
- Adept at working effectively both independently and as a team member in an environment that is fast paced and demanding
- Detail-oriented and organized with proven research and administrative capabilities
- Ability to maintain confidentiality
- Ability to always remain professional and nonpartisan while working in a political environment
- Excellent written and oral communication skills

To apply, please submit in Word or PDF format a resume and a cover letter explaining your interest and qualifications by e-mail to: HRApplications@leg.state.vt.us. Applications must be submitted by September 19, 2022. Please put your name and "administrative assistant application" in the subject field of the e-mail.

The Office of Legislative Operations 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.