



STATE OF VERMONT
OFFICE OF LEGISLATIVE COUNSEL

Legislative Copy Editor

The Office of Legislative Counsel seeks to hire a copy editor for its Drafting Operations unit. The Legislative Copy 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 Copy 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 Copy Editor neither drafts legislation nor participates in policy development and must perform the work in adherence to style requirements.

Minimum starting salary of \$42,384 with adjustments based on 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). Starting date is early November.

Education and Experience:

- Bachelor's or associate's degree in English or related field or equivalent work experience

Required Skills:

- Strong mastery of English grammar, punctuation, and spelling
- Familiar with copy editing to a style guide, including the Chicago Manual of Style
- Ability to work independently, as well as collaborate cross-functionally
- Ability to perform at the highest level under pressure and meet deadlines
- Strong attention to detail and accuracy
- Strong work ethic
- Ability to smoothly adapt to sudden changes in workflow and task assignments
- Ability to maintain confidentiality
- Ability to always remain professional and impartial while working in a political environment
- Proficient in Microsoft Suite and Adobe with an ability to learn various other software

Preferred Skills:

- Experience in copy editing or proofreading, or both
- 2+ years in a professional work environment with editing and proofreading experience

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 15, 2022. Please put your name and "copy editor application" in the subject field of the e-mail.

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, or other protected category.