



STATE OF VERMONT
CLERK OF THE HOUSE

SESSION-ONLY SECOND ASSISTANT CLERK OF THE HOUSE

The House Clerk's Office seeks to hire for the seasonal position of Second Assistant Clerk of the House for the 2024 Legislative Session. The Second Assistant to the Clerk of the House assists the Clerk with House procedural operation on the floor of the House and in preparation therefor. This position is responsible for bill and resolution tracking, House messaging, and official resolution introduction and presentation.

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

The starting wage is \$23.05 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 January 2024, with an anticipated end date of mid-May 2024.

Education and Experience:

Required:

- Bachelor's degree.
- 5+ years of work experience in a professional environment.

Preferred:

- Legal experience.
- Experience or interest in working in a legislative office or other government agency.

Additional Requirements:

- Proficiency in MS Office Suite.
- Ability to learn and work in various computer programs.

Required Skills:

- Exceptional attention to detail to ensure accuracy of all details of House procedural history.
- Ability to work in a nonpartisan manner.
- Excellent oral and written communication skills.
- Excellent proofreading skills in amendment and Calendar review.
- Ability to maintain a flexible schedule, including working extended hours, often during evenings, and on some weekends, during session.

- Ability to work in a varied, unpredictable pace of workflow, including the ability to change tasks short notice.
- Ability to remain calm under pressure.
- Ability to take direction from Clerk, including implementing revisions to work product as requested by Clerk.
- Excellent interpersonal skills, including a willingness to interface with all legislators, staff, and members of the public.
- Willingness to perform the duties of other Office employees when needed.

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. Please put your name and “Second Assistant Clerk application” in the subject field of the e-mail. Applications must be submitted by January 19, 2024.

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.