



STATE OF VERMONT
OFFICE OF LEGISLATIVE COUNSEL

Legislative Drafting Coordinator

The Office of Legislative Counsel seeks to hire a Seasonal Legislative Drafting Coordinator for its Drafting Operations unit. The Drafting Coordinator works on legislative documents that have been drafted by legal staff and reviewed by legislative editors. The Drafting Coordinator enters information into the legislative database and various tracking documents, updates files as appropriate, formats and makes corrections in bills and documents, posts documents to the legislative website, assists in managing the daily workflow to ensure deadlines are met, and communicates and coordinates with other legislative staff.

This is a full-time, seasonal position, without health benefits, located in Montpelier, VT. This position may require late-night and early-morning coverage as needed when the Legislature is in session (January–May). Minimum starting salary of \$18.36/hour with adjustments based on qualifications and experience. This role will start in mid-October with an anticipated end date of mid to late June 2023.

Education and Experience:

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

Required Skills:

- Organized, calm, tactful, and efficient with the ability to adapt to sudden changes in workflow and task assignments
- Strong attention to detail and accuracy
- Demonstrates excellent written and oral communication skills
- Ability to work independently and collaboratively
- Ability to perform at the highest level under pressure and meet deadlines
- Strong work ethic
- Recognizes patterns of problems and successfully troubleshoots
- 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:

- Copy editing or proofreading experience is helpful but not required
- Experience in reading editors' marks is helpful but not required

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 “drafting coordinator 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.