



STATE OF VERMONT
JOINT FISCAL OFFICE

SENIOR STAFF ASSOCIATE

The Joint Fiscal Office seeks to hire for the position of Senior Staff Associate. The Senior Staff Associate provides support to the House Committees on Appropriations, as well as joint, study and standing committees where there is a focus on fiscal matters. The Senior Staff Associate works with other fiscal office staff assisting legislators on a variety of fiscal issues and performs duties that are part of the general work responsibilities of the Joint Fiscal Office (JFO). In addition, the Senior Staff Associate assists with Joint Fiscal Committee meetings, legislative orientation, tracking of relevant legislation, and manages documentation for the Office. The link to the full job description is [here](#).

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:

- Bachelor's degree plus four years in a professional work environment, or
- Associates degree plus six years in a professional work environment, or
- Minimum of 10 years of relevant work experience

Additional Requirements:

- Proficiency in Microsoft Suite and remote-work applications (i.e., Zoom)

Required Skills:

- Strong attention to detail
- Excellent written and oral communication 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
- 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
 - 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 \$52,228, 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 and a cover letter explaining your interest and qualifications by e-mail to: HRApplications@leg.state.vt.us. Applications must be submitted by December 5, 2022. Please put your name and “Staff Associate 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.