



**STATE OF VERMONT**  
CLERK OF THE HOUSE

**JOB DESCRIPTION: RESOLUTION CLERK**

**Work schedule:**

Tuesday through Friday 8:00 – 4:30. All other times when House is in session

The Resolution Clerk prepares all House resolutions for presentation, and creates copies for Representatives or other individual, and keeps a calendar of when resolutions will be read on the floor of the House of Representatives. The Resolution Clerk also has the responsibilities of mailing resolutions to the Secretary of State's Office, as well as to other individuals and offices, as well as preparing obituary letters that are sent to the families of former Representatives who passed away. In addition to these two main tasks, the Resolution clerk may also be asked to assist in other duties in the office, including answering phones, typing roll call explanations, and other miscellaneous duties.

This position requires that an individual be comfortable with computer applications, including formatting documents within Microsoft Word, and also be able to learn the specialized computer system used in the Clerk's office to create Resolutions. This position also requires frequent interaction, coordination, and scheduling with legislators and other people in the public and within the State House.