STATE OF VERMONT
OFFICE OF LEGISLATIVE COUNCIL

NOW HIRING: COPY ROOM TECHNICIAN

The Office of Legislative Council, IT Department, is seeking a Copy Room Technician who will be responsible for managing the copy room and providing some general IT support.

Managing the copy room requires the ability to operate and maintain the high-speed copying equipment while also maintaining an accurate inventory of all supplies. Providing IT support requires basic knowledge of office software such as Microsoft Word, excellent customer service, and the ability to multitask while under pressure. The ability to lift and carry boxes of copy paper is required. Training in operating the copying equipment and providing IT support will be given.

The Office of Legislative Council, IT Department, is a small, collaborative team. Strong interpersonal skills and the ability to work independently are essential. In addition to the State standard compensation package, we also provide paid technical training and professional development opportunities.

This position is nonpartisan, and it is essential that personal political beliefs do not interfere with the quality of service provided.

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This is a year-round, full-time, exempt position with full State of Vermont benefits.

Salary range is approximately $35,000.00 – $48,000.00

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Application Procedure:
Please submit a resume and a cover letter describing how your education and experience make you well suited for this position to: ITApplication@leg.state.vt.us. Include the subject line: “Copy Room Technician” in your email. The resume and cover letter should be in PDF format.

Equal Opportunity Employer: The Office of Legislative Council is an equal opportunity employer. Applications from women, individuals with disabilities, veterans, and people from diverse cultural backgrounds are encouraged. ADA accommodations will be provided upon request.