



STATE OF VERMONT
OFFICE OF LEGISLATIVE COUNSEL

Paralegal

The Office of Legislative Counsel seeks to hire a paralegal to support the attorneys in the Office. The paralegal's duties and responsibilities include providing confidential research and administrative support to the attorneys in the Office, assisting with responses to Public Records Act requests, assisting with statutory revision duties, updating and maintaining internal tracking databases, and drafting memoranda and other correspondence. The Office of Legislative Counsel is a nonpartisan office that provides legal services, including bill drafting and legal and policy research and analysis, to all members of the General Assembly, regardless of party or political affiliation.

Education and Experience:

Required:

- Bachelor's degree or equivalent experience.
- 2+ years of experience in a professional office environment.

Preferred:

- 1+ year of experience in a governmental or law office environment.

Required Skills:

- Detail-oriented and organized, with proven research and administrative capabilities.
- Excellent written and oral communication skills.
- Excellent interpersonal and customer service skills.
- Adept at working effectively both independently and as a team member in an environment that is fast paced and demanding.
- Ability to maintain a flexible schedule including working extended hours, possibly on nights and weekends.
- Ability to provide nonpartisan services and to refrain from political activity or advocacy on issues within the jurisdiction of the Vermont General Assembly.

This is a full-time position, and salary will be 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, a writing sample, and a cover letter explaining your interest and qualifications by e-mail to: HRApplications@leg.state.vt.us. Applications must be submitted by October 15, 2021. Please put your name and "paralegal application" in the subject field of the e-mail (for example: Mary Jones, paralegal application).

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.