

## **Seasonal Legislative Drafting Technician**

The Legislative Drafting Technician performs administrative, clerical, and technical tasks in support of the work of the legislative attorneys, editors, and members. Tasks include: assisting the Drafting Operations team in keeping excellent track of multitudes of files, both paper and electronic, that are essential to the business of the General Assembly; applying formatting and editorial corrections to documents; extensive database work, including data entry and lookup and pulling of reports; filing. The atmosphere is professional.

**Requirements:** Extremely attentive to detail. Well organized, able to follow instructions, able to perceive systems and imagine efficiencies. Proficient with MS Office Suite (especially MS Word) and able to navigate spreadsheets and databases. Familiar with e-mail protocol. Punctual, precise, proactive. Graceful under pressures of time constraints and heavy workloads. Able to maintain confidentiality.

**Characteristics:** Do you thrive on being organized and efficient and helping others to be so? Can you stay focused and attentive through hours of detail-based work? Are you happy working in the background without a great deal of outside interaction? Do you feel comfortable only after you have double-checked your own accuracy? Are you able to formulate questions that will enable you to do your job well when there is uncertainty? Can you cheerfully shift from one project to another when priorities change? If so, you may be the perfect candidate for this job.

**Details:** The Office of Legislative Council is a nonpartisan office serving the members, committees, and other offices of the Vermont General Assembly. This seasonal, full-time position is physically located in the State House in Montpelier, beginning on or about November 1, 2018 and continuing through approximately June 15, 2019.

The Legislative Council offers seasonal employees a competitive hourly rate as well as a limited number of paid holidays and sick days. Drafting Operations is a close-knit team that handles confidential and frequently extremely time-sensitive materials. We value and reward collaboration, initiative, and good humor in working together to meet the needs of the members of the General Assembly. We provide extensive training. The pay range for this job is \$18-\$20 per hour.

**To apply:** Please submit to [applications@leg.state.vt.us](mailto:applications@leg.state.vt.us) by August 17 in MS Word or PDF format both a resume and a cover letter that includes a brief statement highlighting the reasons this opportunity appeals to you. Include "Seasonal Legislative Drafting Technician" and your last name in the subject line of your e-mail.

We are 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.