

Resolutions Editor and Administrative Assistant; Part-time, Seasonal Position

The Resolutions Editor and Administrative Assistant copy-edits, fact-checks, and proofreads drafts of resolutions and, as needed, bills, reports, and other documents produced by legislative attorneys. The individual also assists in organizing the work of the attorney who writes resolutions; performs data entry and retrieval; and posts items to the legislative website.

Requirements: Strong mastery of English grammar. Ability to perceive and correct factual errors, both major and minor. Punctual, precise, proactive, patient. Able to maintain confidentiality. Organized. Proficient with MS Office Suite (in particular MS Word), able to navigate spreadsheets and databases, familiar with e-mail protocol.

Characteristics: Can you derive immense satisfaction from working behind the scenes to improve the work product of others? Would you enjoy helping achieve recognition for people and groups you may not know or ever meet, for accomplishments and life events both grand and mundane? Do typos, incorrect grammar, errors of “fact,” departures from stylistic conventions, and inconsistent usages make your fingers itch for a red pen? Do you have the ability to mark mistakes without judging? If so, we may have the perfect part-time, seasonal job for you!

Details: The Office of Legislative Council is a nonpartisan office serving the members, committees, and other offices of the Vermont General Assembly. This part-time, seasonal position is physically located in the State House in Montpelier, and a viable candidate must have the willingness and ability to work on-site. Resolutions are documents adopted by the General Assembly that express approval or disapproval, are laudatory or cautionary, memorialize persons or events, express congratulations or concerns, and do not have the force of law.

Drafting Operations is a close-knit team handling confidential and frequently 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 and their legal staff. This position is 32 hours per week, December 3 through approximately June 15. The pay range is \$18-\$20 per hour. This position is without State benefits but offers a limited number of sick days and paid holidays.

To apply: Please submit to applications@leg.state.vt.us by October 26 in MS Word or PDF format both a resume and a cover letter that includes a brief statement highlighting the skills, knowledge, and approach you would bring to this unique role. Include “Resolutions Editor and Administrative Assistant” and your last name in the subject line of your e-mail.