



STATE OF VERMONT
SECRETARY OF THE SENATE

SESSION-ONLY CALENDAR CLERK

The Office of the Secretary of the Senate seeks to hire for the seasonal position of Calendar Clerk for the 2025 Legislative Session. The Calendar Clerk assists the Secretary of the Senate with preparing, revising, editing, and publishing the Daily Senate Calendar. In addition, this position assists with amendments, resolutions, and the tracking of bills within the Senate.

The Office of the Secretary of the Senate is a nonpartisan office that provides parliamentary services to the Senate, Senate members, and committees, regardless of party or political affiliation. The Calendar Clerk holds a challenging, interesting, and important role at the heart of representative government and is part of a small team responsible for assisting the Senate in performing its constitutional function.

Compensation will be commensurate with experience. This is a full-time, seasonal position without health benefits, located in Montpelier, VT. This seasonal role will start in November 2024, with an anticipated end date of mid-May 2025.

Education and Experience:

Required:

- Ideal candidate should have B.A. or above, or equivalent work experience.
- Training, certificate, or a minimum of 5 years of experience with standard computer software including Windows, Word, Excel, Outlook with preferred experience with proprietary software
- A minimum of 10 years of experience at a management level or in a legislative or demonstrably similar environment is preferred.
- Proven success in working in a fast paced, stressful team environment.

Additional Requirements:

- *Customer Service Experience:* Strong interpersonal skills and experience assisting a diverse set of individuals
- *Collaboration:* Establish and maintain strong, transparent, trusted relationships with public, staff colleagues, legislators, Executive and Judicial Branch leadership and staff, and other local, state, or federal offices.
- *Development:* Possess a self-directed commitment to staying up to date on subject knowledge, best practices, and skills as appropriate.
- *Environment:* Work effectively in a political environment in a nonpartisan way, under tight time constraints, while meeting the needs of a broad spectrum of people.
- *Engagement:* Earn trust (both internally and externally), maintain high standards, and apply discretion and sound judgement.
- *Team Orientation:* Ability to work in a team environment where the team success is more important than individual accolades.

- Ability to maintain a flexible schedule, including working extended hours, often during evenings, and on some weekends, during session.

To apply, please submit in Word or PDF format a resume and a cover letter explaining your interest and qualifications by e-mail to: HRApplications@leg.state.vt.us. Please put your name and “Calendar Clerk application” in the subject field of the e-mail. Applications must be submitted by October 1, 2024.

The Vermont General Assembly 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.