



STATE OF VERMONT
CLERK OF THE HOUSE

SESSION-ONLY CLERK ASSOCIATE

The House Clerk's Office seeks to hire for the seasonal position of Clerk Associate for the 2027 Legislative Session. The Clerk Associate provides general administrative assistance to the Office, including document editing, filing, and tracking, and serves as an Office point of contact for House members and members of the public.

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

The starting wage is \$23.00 per hour, with potential for an initial offer adjustment based on applicable qualifications and experience. This is a full-time, seasonal position without health benefits, located in Montpelier, VT. This role will start in November/December 2026, with an anticipated end date of mid-May 2027.

Education and Experience:

Required:

- Associate degree.
- 3+ years of work experience in a professional environment.

Preferred:

- Intricate knowledge of legislative procedure.
- Bachelor's degree.
- Experience working in a legislative office or other government agency.

Additional Requirements:

- Proficiency in MS Office Suite.
- Ability to learn and work in different computer databases.

Required Skills:

- Ability to work in a nonpartisan manner.
- Detail-oriented and organized, with proven proofreading capabilities. Must have exceptional attention to detail in accurately entering and reviewing data.
- Excellent oral and written communication skills.
- Excellent interpersonal and customer service skills, including a willingness to interface with all legislators, staff, and members of the public.
- Ability to take on tasks unilaterally in support of the Office.

To apply, please submit a resume and a cover letter explaining your interest and qualifications to: HRApplications@vtleg.gov. Cover letters should be a personalized, authentic reflection of your skills, motivation, and personality. Please put your name and "Clerk Associate" in the subject field of the e-mail. Applications will be reviewed starting on September 21, 2026.

The Vermont General Assembly is an equal opportunity employer, and applicants will receive consideration for employment without regard to age, race, color, national origin, religion, sex, sexual orientation, gender identity, disability, veteran status, or other protected category.