



**STATE OF VERMONT**  
OFFICE OF LEGISLATIVE COUNSEL

**POSITION AVAILABLE: LEGISLATIVE COPY EDITOR**

The Office of Legislative Counsel is a nonpartisan office serving the members, committees, and other offices of the Vermont General Assembly and includes the Legal unit (attorneys) and the Drafting Operations unit (editors and drafting technicians). Drafting Operations is seeking a Legislative Copy Editor to join our team. The Copy Editor copyedits and proofreads documents produced by the attorneys, including bills, amendments, resolutions, and reports. The Copy Editor neither drafts legislation nor participates in policy development and must perform the work in a strictly nonpartisan manner and in adherence to style requirements.

The Drafting Operations unit is a close-knit team handling 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 and staff of the General Assembly.

**Requirements:** Adept at editing to varying stylebooks. Comfortable marking up documents on paper and electronically. Strong mastery of English grammar, spelling, and punctuation. Punctual, precise, proactive, patient. Proficient with MS Office Suite (in particular MS Word) and Adobe, able to navigate spreadsheets and databases, and familiar with e-mail protocol. Able to work quickly and adapt to time constraints. Happy in a strong team environment with a heavy workload. Able to maintain confidentiality.

**Characteristics:** Do you have a passion for detail? Can you derive immense satisfaction from working behind the scenes? Do typos, incorrect grammar, departures from stylistic conventions, and inconsistent usages activate your inner red pen? Do you have the ability to mark mistakes without judging? Can you inscribe brief, insightful, and precise but tactful questions intended to help clarify meaning? Do you love a consistently formatted document? If so, you may be the perfect candidate for this job!

**Salary, benefits, and location:** This is a full-time, year-round, exempt position with full State benefits, including medical, retirement, and dental, as well as paid holidays and accrued vacation and sick leave. Salary will be based on qualifications and experience, and the range is \$37,000–\$43,000. This position is physically located in the State House in Montpelier, and on-site work is the norm during the legislative session, although off-site work may be allowed or required, such as during the ongoing COVID-19 pandemic response.

**To apply:** Please submit a resume and cover letter to [applications@leg.state.vt.us](mailto:applications@leg.state.vt.us) by October 2 in MS Word or PDF format. Your cover letter should highlight the skills, knowledge, and approach you would bring to this exciting role. Include “Legislative Copy Editor” and your last name in the subject line of your e-mail.

**Equal Opportunity Employer:** The Office of Legislative Counsel is an equal opportunity employer. Applications from women, individuals with disabilities, veterans, and people from diverse cultural backgrounds are encouraged. ADA accommodations will be provided upon request.