



Michael E. Christensen
Director

John L. Fellows
General Counsel

Opening for
Receptionist

Utah Legislature
Office of Legislative Research and General Counsel

Deadline for Applications: Friday, June 13, 2014, at 5:00 p.m.

The Office of Legislative Research and General Counsel is accepting applications for permanent, full-time employment for the position of Receptionist. Applications will be accepted through Friday, June 13, 2014, at 5:00 p.m. Applicants must have excellent oral communication skills, as well as strong computer and critical thinking proficiencies. Responsibilities include answering phones; interacting with legislators, employees of the executive and judicial branches, and the public; scheduling committee rooms; ordering supplies; preparing documents for legislative mailings; and other miscellaneous assignments.

Salary is negotiable. Compensation includes comprehensive health, dental, and retirement benefits.

Please send a cover letter and resume to:

Lori Rammell
210 House Building
PO Box 145210
Salt Lake City, Utah 84114-5210
lrammell@le.utah.gov

Phone: (801) 538-1032

Fax: (801) 538-1712

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