

STATE OF UTAH
invites applications for the position of:
HOUSE MINORITY CONSTITUENT SERVICES SPECIALIST

SALARY: \$13 - \$17 Hourly

OPENING DATE: 4/10/18 12:00 PM

CLOSING DATE: 4/17/18 12:00 PM

NUMBER OF OPENINGS: 1

POSITION TYPE: Part-time (20 hours/week, then 40 hours/week during 10 weeks leading up to and including the legislative session)

BENEFITS: This position may be eligible in the future for a full benefits package including medical, dental, life, and long-term disability insurance, a retirement plan, plus paid leave to include annual, sick, and holiday pay.

PHYSICAL ADDRESS: 350 North State Street, Suite 400, Salt Lake City, UT 84114

RECRUITER NAME: Lisa Jones

RECRUITER TELEPHONE NUMBER: 801-326-1503

RECRUITER EMAIL ADDRESS: lsjones@le.utah.gov

OVERTIME EXEMPT: Yes

SCHEDULE CODE: AN - Employees of the Legislature

SCHEDULE CODE DESCRIPTION: Schedule A or TL - At will: Employees in this position serve at the pleasure of the appointing officer in an at will status and may be terminated at any time without cause. This is not a career service position.

JOB DESCRIPTION:

IF YOU ARE INTERESTED IN THIS POSITION PLEASE SUBMIT YOUR RESUME AND COVER LETTER BY EMAIL TO lsjones@le.utah.gov WITH "HOUSE MINORITY CONSTITUENT SERVICES SPECIALIST" IN THE SUBJECT LINE.

Employees in this position are appointed, non-classified, and overtime exempt. Employees provide administrative support for the Utah State House of Representatives Minority Caucus. Employees respond to constituents and support Representatives in their work to do so. Employees work closely with Representatives and staff to assist with receiving, organizing, and originating correspondence, documentation, and other communication. This position involves scheduling and coordinating meetings and appointments. Employees take and relay messages, respond to requests for information and provide information and/or direct callers/visitors to appropriate individuals/agencies. Employees also assist Representatives with miscellaneous research and clerical services, and work with staff to provide solutions to constituent requests. Employees will not raise funds or perform campaign work for any political campaign.

Overtime Exempt: Yes

EXAMPLE OF DUTIES:

- Work full-time during the General Legislative Session and part-time between legislative sessions (the Interim), under the direction of the House Minority Leader and Staff Director, to coordinate and maximize opportunities to serve the public. The position may require some evening or weekend work and possible travel.

- Work closely with caucus members, constituents, advocates, lobbyists and stakeholders involved with the legislative process.
- Write or draft correspondence, reports, documents, and other written materials.
- Prepare written materials from source documents, transcriptions, etc.
- Provide clerical and administrative support and assistance to Caucus Staff Director and Minority Leadership team.
- Review incoming correspondence; initiate replies as appropriate; route matters requiring action by staff or other organizations.
- Schedule and coordinate appointments, meetings, facilities, meals, equipment, etc. and follows up as needed.
- Assist with research on various topics; assists with analyzing and summarizing results.
- Coordinate activities, projects, and programs for Representatives and staff, as requested.
- Coordinate Representatives' Town Hall meetings as requested.
- Perform other duties as directed.
- Act as a resource to provide information or determine the most effective way of meeting the needs of management, staff, clients or customers.
- Maintain and create files or record keeping systems.
- Receive calls and greet visitors, take and relay messages, respond to requests for information; provide information or directs callers/visitors to appropriate individuals.

TYPICAL QUALIFICATIONS:

(includes knowledge, skills, and abilities required upon entry into position and trainable after entry into position)

- Reply to inquiries from the public.
- Find, gather, and collect information, or data.
- Establish and maintain effective working relationships with employees, elected officials and members of the public.
- Deal with people in a manner which shows sensitivity, tact, and professionalism.
- Organize information in a clear and concise manner.
- Research methods and techniques, information gathering, data collection.
- Utilize proper grammar, spelling, and punctuation.
- Operate a computer, fax machine, scanner, copier, and other office equipment.
- Have strong computer skills, including ability to use Microsoft Office and the Google Suite.
- Arrange, coordinate, and schedule appointments and details.
- Maintain strict confidentiality; work with multiple Representatives and maintain the trust and confidence of each.
- Use social media in a business environment.
- Maintain personal integrity and professional work ethics.
- Use automated software applications.
- Enter, transcribe, record, store, and maintain information in both written or electronic form.
- Establish, organize, and maintain electronic and paper files.
- Follow written and oral instructions.
- Follow principles, practices, and procedures of an office environment.
- Communicate information and ideas clearly, concisely and effectively, both verbally and in writing.
- Use the telephone in a professional and courteous manner.
- Plan, organize and prioritize time and workload to accomplish tasks and meet deadlines.
- Maintain a computer database.
- Bilingual Spanish a plus.
- Bachelor's degree in English, journalism, public relations, political science, or related field or equivalent experience.

ADDITIONAL PREFERENCES:

Two years of experience writing letters and responding to emails.

SUPPLEMENTAL INFORMATION:

- Typically, the employee may sit comfortably to perform the work; however, there may be some walking, standing; bending; carrying light items, etc. Special physical demands are not required to perform the work.
- Risks found in the typical office setting, which is adequately lighted, heated and ventilated, e.g. safe use of office equipment, avoiding trips and falls, observing fire regulations, etc.

The State of Utah is an equal opportunity employer. Hiring is done without regard to race, color, religion, national origin, sex, age, disability, sexual orientation, or gender identity. The State provides reasonable accommodations to the known disabilities of individuals in compliance with the Americans with Disabilities Act. For accommodation information or if you need special accommodations to complete the application process, please contact the Department of Human Resource Management at (801) 538-3025 or TTY (801) 538-3696.
