



Michael E. Christensen
Director

John L. Fellows
General Counsel

Opening for **Paralegal**

Utah Legislature Office of Legislative Research and General Counsel

Deadline for Applications: September 22, 2016

Position Summary: The Office of Legislative Research and General Counsel (OLRGC) is a professional staff office for the Utah State Legislature. Paralegals in the office report to a supervising attorney and are responsible for providing paralegal support to multiple attorneys who research and draft legislation in all areas of law. The ideal candidate will possess superb legal research and writing skills, organizational skills, the ability to handle a multitude of tasks simultaneously, and the ability to adapt quickly to meet deadlines. OLRGC provides an opportunity to work in a challenging and collaborative environment and to assist in an expansive range of legal issues. This position is particularly suited to a paralegal who enjoys legal research, legal writing, and legal analysis and who is interested in further developing those skills.

Position Qualifications: A candidate for employment as a paralegal must have the following qualifications and skills:

- Undergraduate degree and paralegal certificate required, one or more years of relevant experience preferred
- Strong legal research, writing, and analytical skills
- Strong attention to detail
- Strong organizational skills, both in writing and generally
- Ability to cope successfully and remain calm under pressure with demands from attorneys and the fast paced and demanding nature of the legislative environment
- Willingness to work long hours when needed, particularly during the months of December through March
- Must be able to maintain confidentiality
- Proficiency in Westlaw and/or Lexis Nexis, and Microsoft Office Suite, including Outlook, Word, PowerPoint and Excel required
- Knowledge of Utah's legislative process

Utah State Capitol Complex
House Building, Suite W210
PO Box 145210
Salt Lake City, Utah
84114-5210
Phone (801) 538-1032
Fax (801) 538-1712
www.le.utah.gov

Position Responsibilities: A paralegal employed by the OLRGC would have the following responsibilities:

- Meet with attorneys to gather information and identify legal resources
- Research questions assigned to them by an attorney using Westlaw and other electronic and hardcopy sources
- Analyze constitutional provisions, statutes, case law, and other legal resources to provide memoranda, tables, and preliminary legal opinions for review by legislative attorneys
- Create well-crafted, well-organized written products when requested
- Ability to demonstrate excellent organizational skills required
- Demonstrate ability to prioritize and coordinate projects for more than one attorney simultaneously
- Prepare and manage a comprehensive schedule of processes, project benchmarks, and deadlines; and monitoring the schedule to ensure compliance
- Maintain and organize legal and litigation files
- Demonstrate effective teamwork, and work cooperatively with individuals in the office
- Demonstrate a working knowledge of court filing and trial procedures, including appellate law practice and e-filing

Application Requirements: Please submit a cover letter and resume by email, postal mail, or in person no later than 5 p.m. on Thursday, September 22, 2016 to:

Eric Weeks
Deputy General Counsel
c/o Denise Udy (deniseudy@le.utah.gov)
210 House Building
Utah State Capitol Complex
PO Box 145210
Salt Lake City, Utah 84114-5210

DISCLAIMER

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified.

Typically, the employee may sit comfortably to perform the work; however, there may be some walking, standing; bending; carrying light items; driving an automobile, etc. Special physical demands are not required to perform the work.

Risks include those 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 Office of Legislative Research and General Counsel participates in E-Verify.

Veteran's Preference (Utah Code Ann. 71-10- 1, et. seq.) An applicant claiming veteran's preference must do so in the body of the cover letter by providing sufficient information to identify the type of veteran's preference requested. Additionally, a copy of the applicant's DD-214 must be attached to the resume. If a disabled preference is claimed, a copy of the applicant's letter from the VA stating the disability percentage granted must also be attached.

The Utah Legislature is an equal opportunity employer. Hiring is done without regard to race, color, religion, national origin, sex, sexual orientation, gender identity, age, or disability. In compliance with the Americans with Disabilities Act, the Utah Legislature provides reasonable accommodation to individuals with disabilities. For accommodation information or if you need an accommodation to complete the application process, contact the Office of Legislative Research and General Counsel at 801-538-1032.