



Michael E. Christensen
Director

John L. Fellows
General Counsel

Opening for
Associate General Counsel – Research Attorney

**Utah Legislature
Office of Legislative Research and General Counsel**

Deadline for Applications: September 13, 2016

Position Summary: An associate general counsel – research attorney for the Utah Legislature is a lawyer who provides nonpartisan legal services to the Utah Legislature and other legislative attorneys under the direction of the Legislature's general counsel. The Legislature's general counsel, and the 19 other lawyers currently employed as associates general counsel, provide nonpartisan legal services to all of the 104 members of the Utah Legislature.

Position Qualifications: A candidate for employment as an associate general counsel – research attorney must be admitted to practice law in Utah and must be able to demonstrate proficiency in:

- writing;
- legal analysis;
- legal research;
- oral communication;
- working with others in a team;
- providing objective, neutral, and in-depth legal analysis and conclusions;
- familiarity with the Utah legislative process;
- supervising paralegals, law clerks, and other legal support staff;
- and
- interpersonal communication and relationships.

A candidate should possess the temperament and personality to function effectively in a high pressure, fast-paced, political environment. A candidate must be able to maintain neutrality and objectivity, regardless of the candidate's personal opinion: specifically, the candidate must be able to work with legislators with different party affiliations, opinions, and philosophies and be able to work on legislation taking various public policy positions. Additionally, a candidate must be able to work with legislative attorneys and other legislative staff with varying areas of expertise and varying levels of experience.

Position Responsibilities: The associate general counsel – research attorney is employed by the Legislature's nonpartisan Office of Legislative Research and General Counsel. More specifically, an associate general counsel – research attorney's duties may include:

- **Representation of legislative clients:** Under the direction of the general counsel, an associate general counsel – research attorney provides research and analytical assistance to those associates general counsel who are assigned to various subject areas. The associate general counsel – research attorney may act as legal counsel to: the Legislature; the majority and minority leadership of the House and Senate; the Legislature's committees, subcommittees, and task forces; individual legislators; each of the Legislature's staff offices; and, under certain circumstances, to individual legislative staff members. In providing "legal counsel," an associate general counsel – research attorney will provide statutory interpretation, constitutional interpretation and analysis, general legal analysis and advice, and, when necessary, represent legislative clients in federal or state courts or before administrative agencies.
- **Legal Research, Analysis, and Support:** Under the supervision of the general counsel, an associate general counsel – research attorney will:

 - Conduct legal research and analysis
 - Prepare research memoranda
 - Negotiate and administer Westlaw and Lexis contracts
 - Catalogue legal research and develop tools for accessing legal research
 - Identify and analyze potential conflicts between draft legislation and assist with coordination clauses to address those conflicts
 - Under the direction of the deputy general counsel, train, mentor, and supervise law clerks and paralegals
 - Coordinate CLE for attorneys
 - Upon request, research, draft, or edit legal memoranda and constitutional notes
 - Upon request, research, draft, or edit court pleadings and other legal documents
 - Upon request, conduct research for, and consult with, legislative lawyers regarding constitutional and other legal issues
 - Maintain and coordinate receipt and distribution of Utah Advance Reports
 - Review recent federal and state court decisions, track federal and state administrative activity, and review legal articles that may be of relevance or interest to the office and, where appropriate, highlight or summarize new cases and articles for individual attorneys and legislators
 - Research legislative histories
 - Assist Senate and House staff and OLRGC staff with requests from constituents and the public
- **Preparation of legislation and other legal documents:** Under the direction of the general counsel, an associate general counsel – research attorney may draft legislative bills, resolutions, substitutes, amendments, legal opinions, contracts, court pleadings, and other legal documents and give advice and counsel regarding those documents to legislative clients.
- **Committee work and general guidance to legislative clients:** Under the supervision of the director of the Office of Legislative Research and General Counsel and the general counsel, an associate general counsel – research attorney may, as part of a team, provide staff services to assigned legislative committees and to individual legislators by:

- assisting committee chairs in planning the work of the committee;
 - drafting legislation and amendments for review by the committee;
 - advising committee chairs and committee members regarding constitutional and legal requirements, legislative rules, and parliamentary procedures relating to the conduct of meetings and the legislative process; and
 - conducting legal and policy research for, presenting legal and policy information to, and providing legal analysis for, legislative committees and individual legislators.
- **Other Tasks:** Under the direction of the general counsel, an associate general counsel – research attorney will perform other duties as required, including: preserving, reviewing, classifying, duplicating, and filing records created or received by the associate general counsel; assisting in correcting, editing, and updating the Utah Code; serving on workgroups and committees within or on behalf of the Office of Legislative Research and General Counsel; and completing other duties assigned by the director of the Office of Legislative Research and General Counsel or the general counsel.

Application Requirements: Please submit a cover letter and resume by email, postal mail, or in person no later than 5 p.m., September 13, 2016 to:

John Fellows
 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

- 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 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.